National Automated Credit Card System

NACCS -- Web Version (V.1.1)
12/23/99

Cardholder Manual

NACCS

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Kelly Card Holder   12/03

**CARDHOLDER MANUAL
FOR THE
NATIONAL AUTOMATED CREDIT CARD SYSTEM (NACCS)
WEB VERSION (V.1.1)**
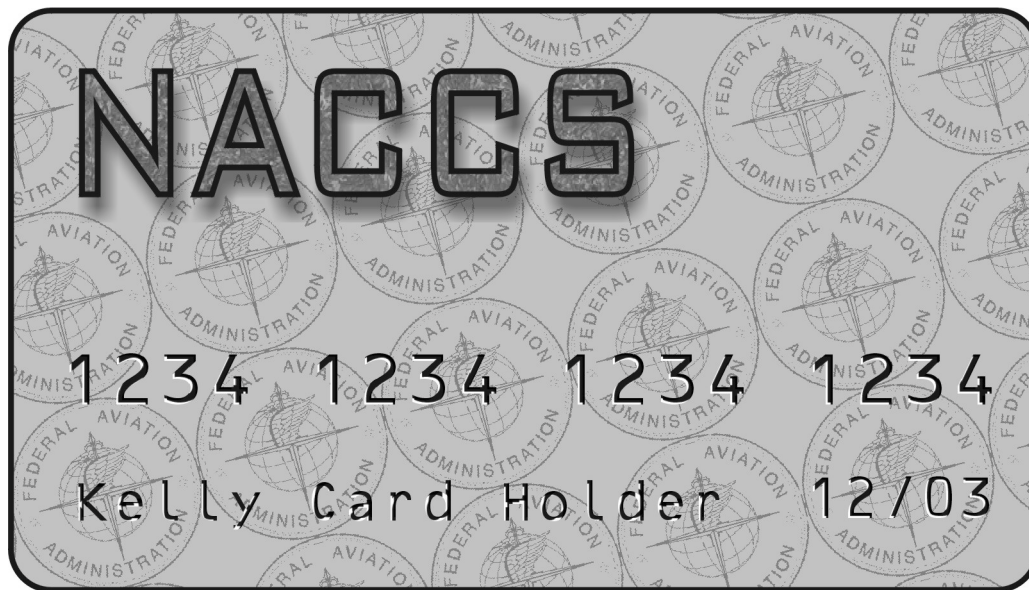
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**CARDHOLDER MANUAL
FOR THE
NATIONAL AUTOMATED CREDIT CARD SYSTEM (NACCS)
WEB VERSION (V.1.1)**

1.0 Introduction.

1.1 Background and Purpose.

The National Automated Credit Card System (NACCS) allows credit card holders and approving officials to satisfy the accounting requirements associated with using credit cards, minimizing the involvement of accounting office personnel. NACCS is a fully automated, paperless credit card invoice processing system that provides credit card holders and approving officials the ability to electronically annotate credit card invoices with correct accounting classification codes, item descriptions, and approvals. This eliminates the need for accounting personnel to manually key data into the Departmental Accounting and Financial Information System (DAFIS) to make accounting classification code corrections (G Schedules).

NACCS was in operation as a LAN-based (local area network based) system throughout the Federal Aviation Administration (FAA). A web-based version of NACCS has been developed which is Year 2000 (Y2K) compliant as a replacement for the noncompliant, LAN-based system. This document provides user-level documentation for cardholders in the use of the web-based version of the National Automated Credit Card System (NACCS).

1.2 Scope.

This documentation assumes that the user is already familiar with the accounting practices, codes, and procedures needed to process credit card invoices. It also assumes that the user is experienced in using Windows and an Internet browser. No attempt is made herein to define any of these. What is provided here are the descriptions and procedures needed for cardholders to use NACCS to process credit card invoices. There are companion documents for NACCS administrators and approvers, but system-level and business process documentation for NACCS are not contained herein. Rather, this documentation only describes how to use the web-based version of NACCS.

2.0 Overview of the NACCS Process.

Figure 2.1 below provides a very high level representation of the credit card/NACCS process.
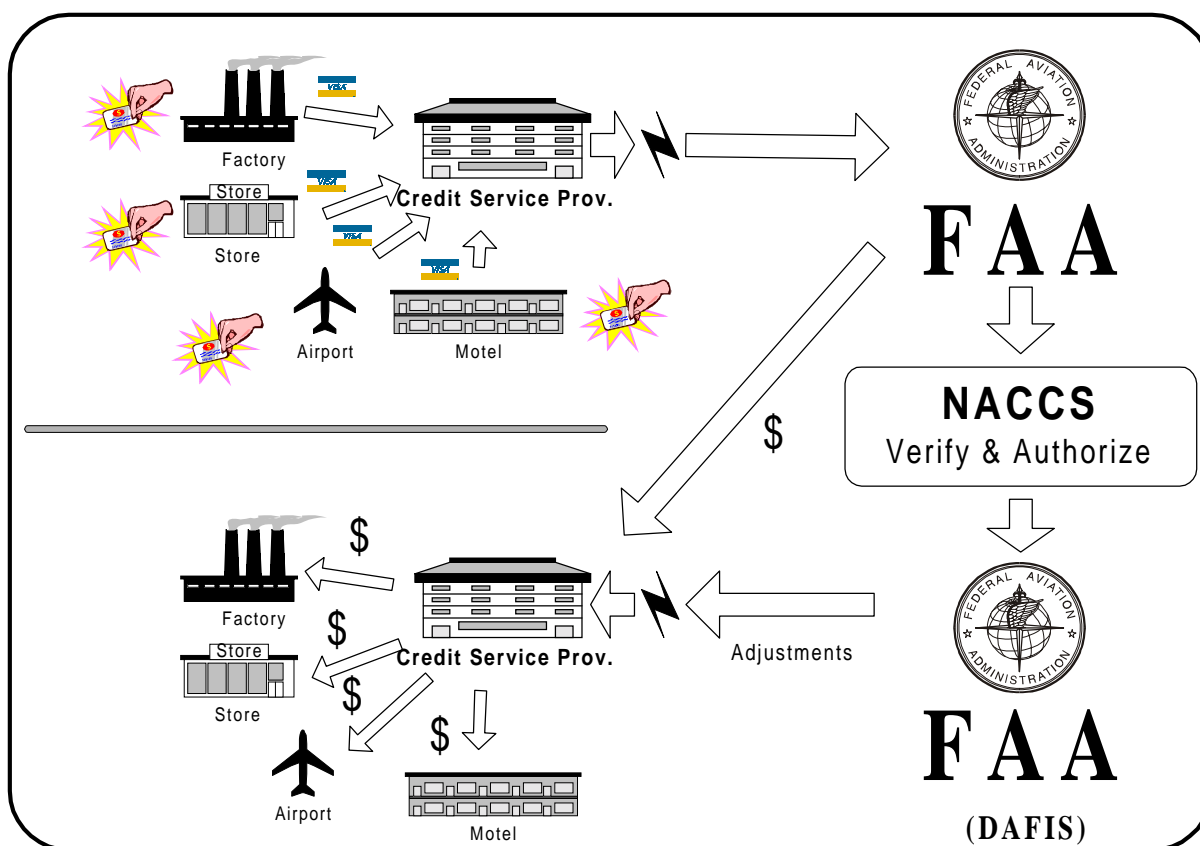
Figure 2.1

Basically, the process is as follows:

- Purchases are made by authorized FAA cardholders.
- Vendors invoice the Credit Service Provider.
- Invoice information is pulled from the Credit Service Provider to the FAA.
- FAA pays the Credit Service Provider, using cardholders' default accounting strings.
- Using the NACCS process:
    ◊ Cardholders review invoices and correct accounting information.
    ◊ Approvers authorize expenditures.

◊ DAFIS is updated with corrected accounting information.

- Any adjustment information is sent back to the Credit Service Provider.

NACCS facilitates this process and fosters responsible credit card usage in that:

- The Credit Service Provider is paid in a timely manner, from default accounting pools.

- Credit card holders are able to verify invoices and update accounting information with more accurate data.

- Approvers are able to validate accounting information and affirm payment.

- Automated adjustments to DAFIS are performed.

- Accurate records are maintained.

- Timeliness is enhanced.

- Administrative security is maintained.

The following sections describe how to use NACCS to achieve these purposes.

3.0 Access and General Functions.

3.1   Accessing NACCS.

Since NACCS is a web-based application, it can be accessed from any workstation connected to the FAA's administrative intranet, using Internet Explorer or Netscape Communicator versions 4.0 or above. (Internet Explorer is the recommended browser, however, since the system has been tested and verified against IE 4.0. At this time, identical results using Netscape 4.0 have not been verified, and unexpected displays or actions might occur.)

The internal FAA address for NACCS is:

http://naccsweb.faa.gov/purchorders/

This address will access the web-server at the Aeronautical Center running the production version of NACCS. You are advised to set a bookmark for this address so you may easily return to the site for NACCS processing in the future.

Note: The screens that were collected for this documentation were obtained, in many instances, from development and testing environments for version V.1.0 of NACCS. Therefore, the intranet address information that appears in them does not correspond to the address for the NACCS production system as shown above. Also, the version number shown on the screens contained herein display the old version number (i.e., V.1.0). However, screen layouts and other information contained in them do reflect the current NACCS production environment for version V.1.1.

3.2   Logging onto NACCS.
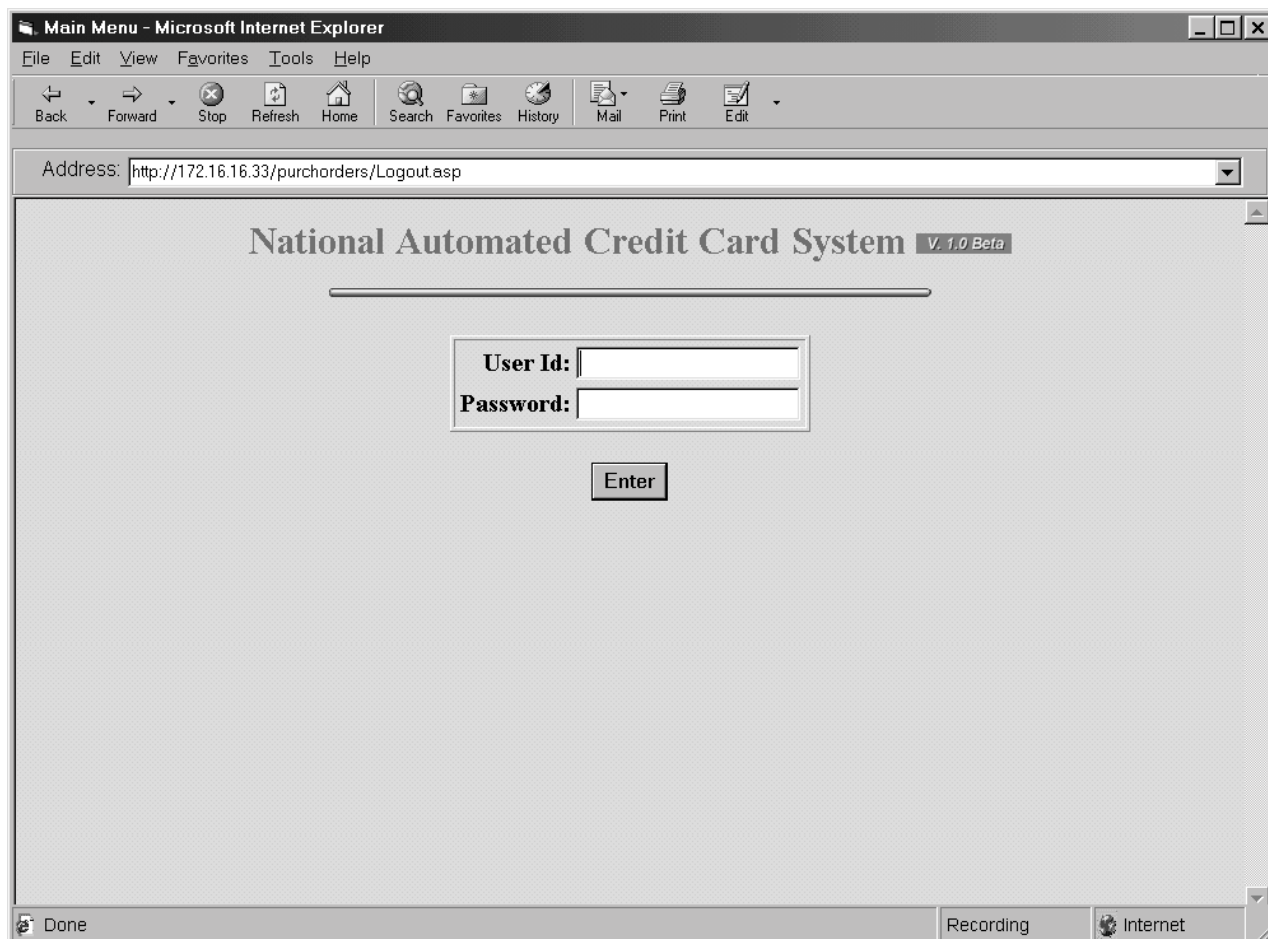
Figure 3.1

After accessing the NACCS production site, you will be presented the NACCS logon form displayed above in Figure 3.1. Into the logon form you should enter the User ID (usually your credit card number) and password that you were given by your Regional NACCS Administrator when your user account was established. Entering the correct ID and password will grant you access to NACCS according to the User ID that you entered.

If you are both a cardholder and an approver, you will have two IDs and passwords issued to you.   You should use the ID for the type of transactions you plan to perform. If you plan to update invoice records, for example, you should log on using your cardholder ID and password. If you are going to approve invoices, then you should log on using your approver ID and password.
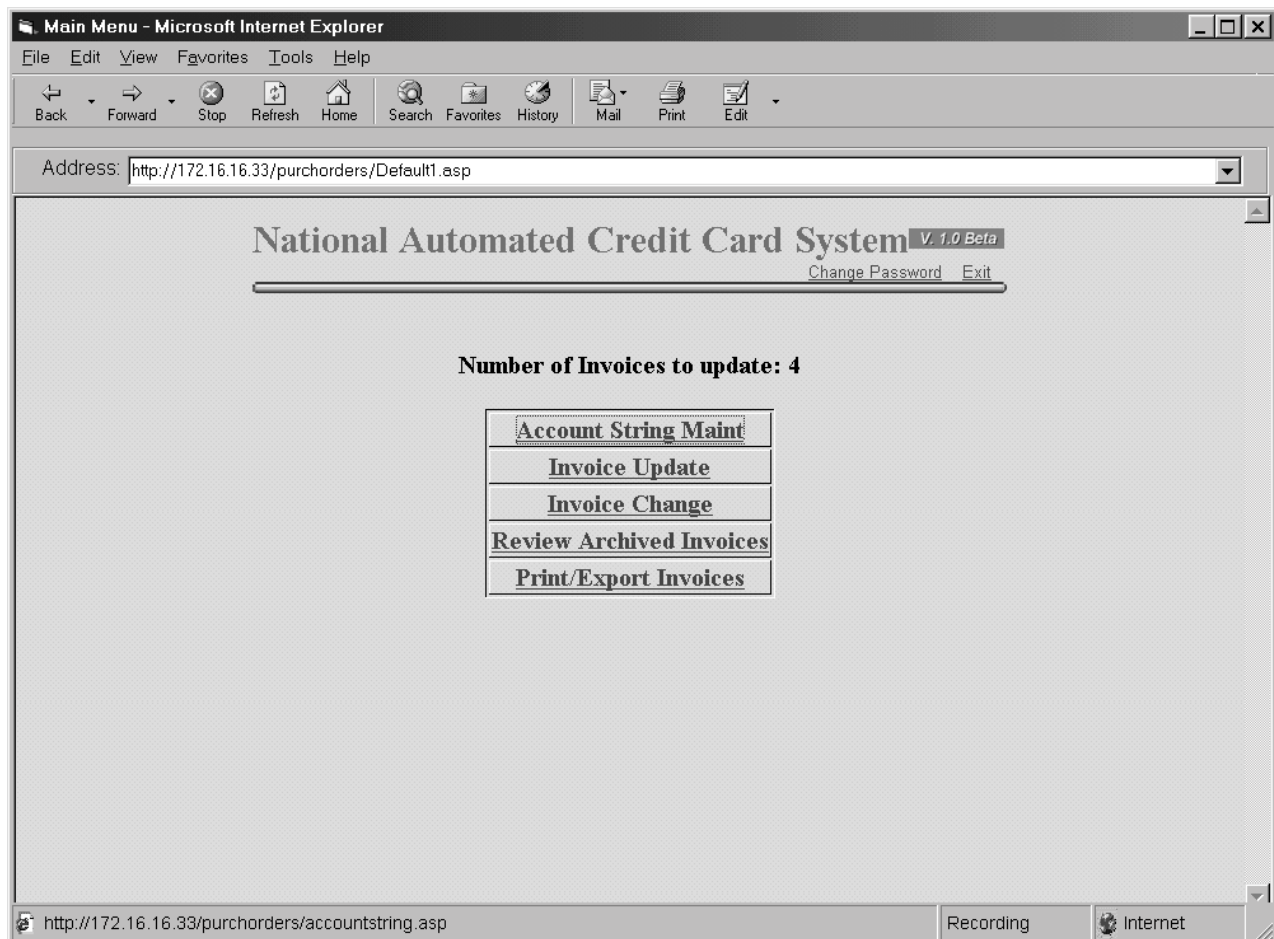
If your User ID has a series of zeros at the beginning, you do not need to enter them into the logon form. Just begin with the first non-zero number and enter the remaining characters to the end. NACCS will automatically add any leading zeros to the number as part of the logon process.
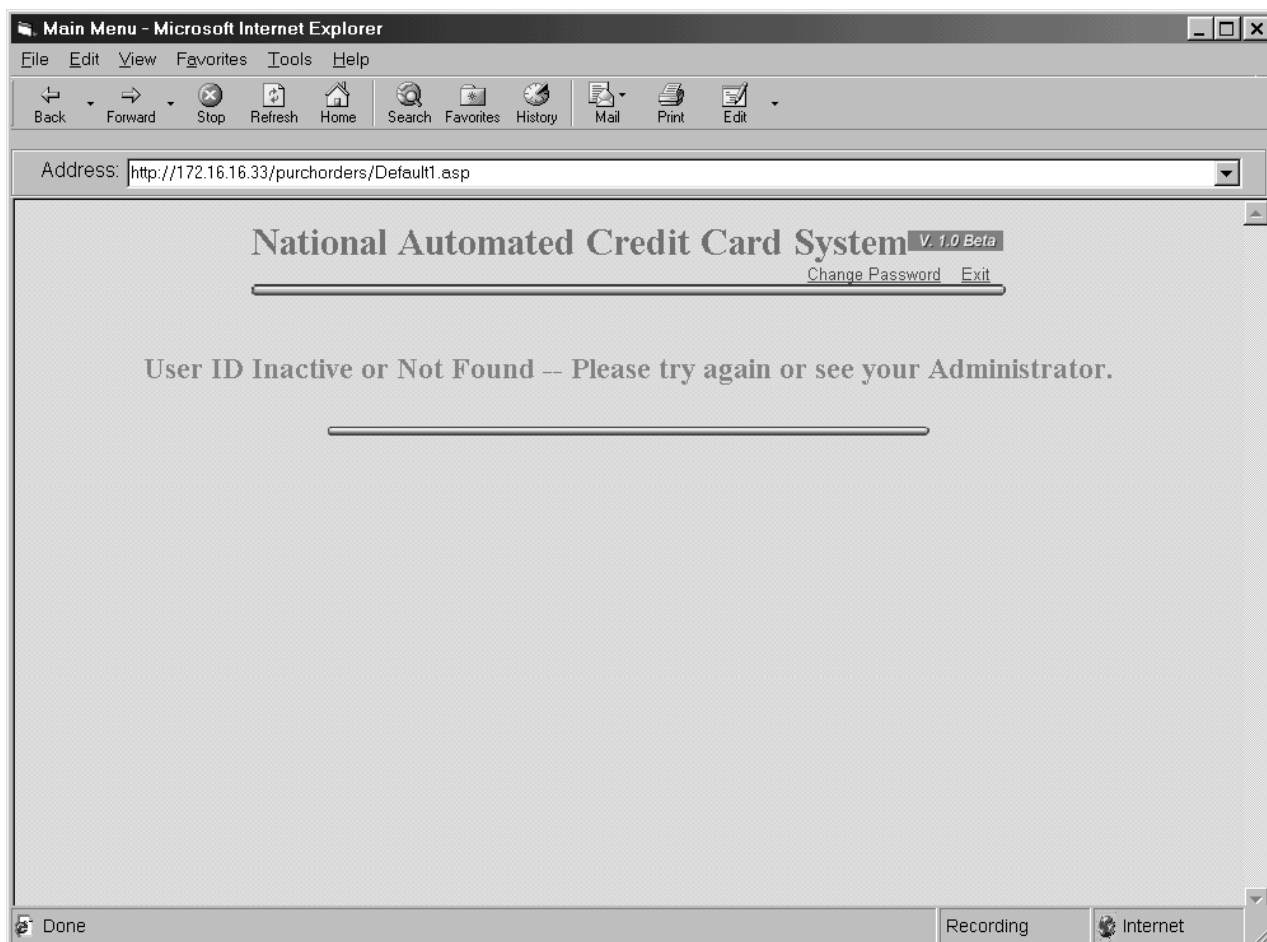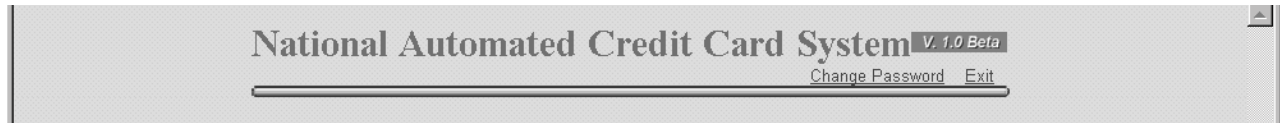

Figure 3.2

If you did not correctly enter your logon information or if your User ID has been removed from the system, you will see the Logon Error Message shown above in Figure 3.2. As the message says, you should try logging on again. If that fails, contact your Regional NACCS Administrator.

Figure 3.3

If you correctly logon to NACCS, you will see the Main Cardholder Menu as shown in Figure 3.3.

3.3   Changing Your Password.

Figure 3.4

Figure 3.4 shows the header information that is displayed at the top of nearly every screen in NACCS. You will notice that there are two sets of hyperlink text, "Change Password" and "Exit". These can be used at anytime either to change your logon password or to exit the system.

The first time that you log onto NACCS you will probably do so using a default password. You should immediately change that password to another, more secure password. Therefore click on "Change Password" to do so when you log on for the first time. Also, periodically change your password according to the security guidelines at your facility.
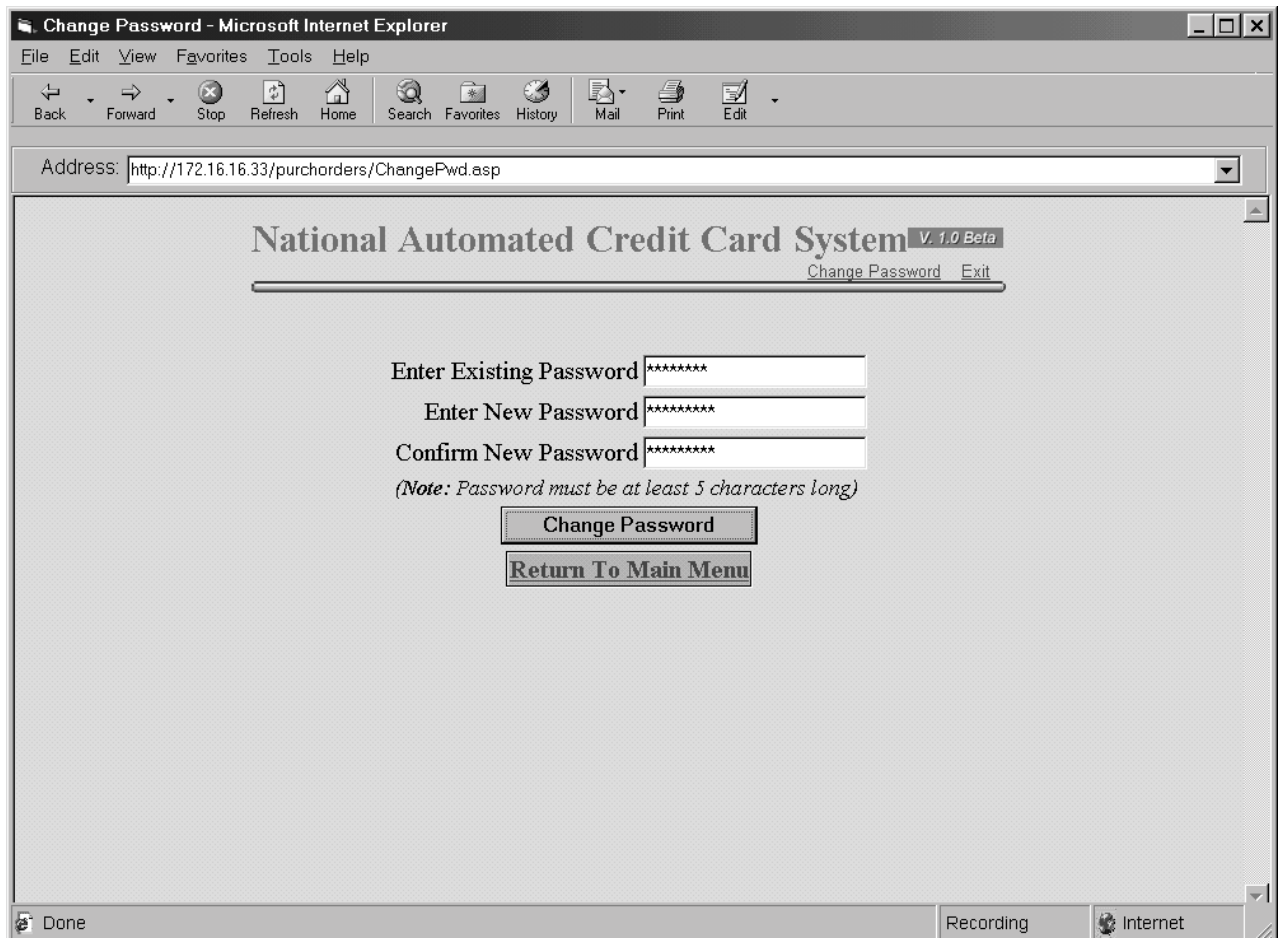
Figure 3.5

Figure 3.5 displays the NACCS change password screen. To change your password you must supply your existing password and then enter your new password twice, once in the "Enter New Password" field and then again in the "Confirm New Password" field. Click on the "Change Password" button to actually change your password. If you successfully change your password, the message, "Password Successfully Changed," will be displayed as shown on the following figure.
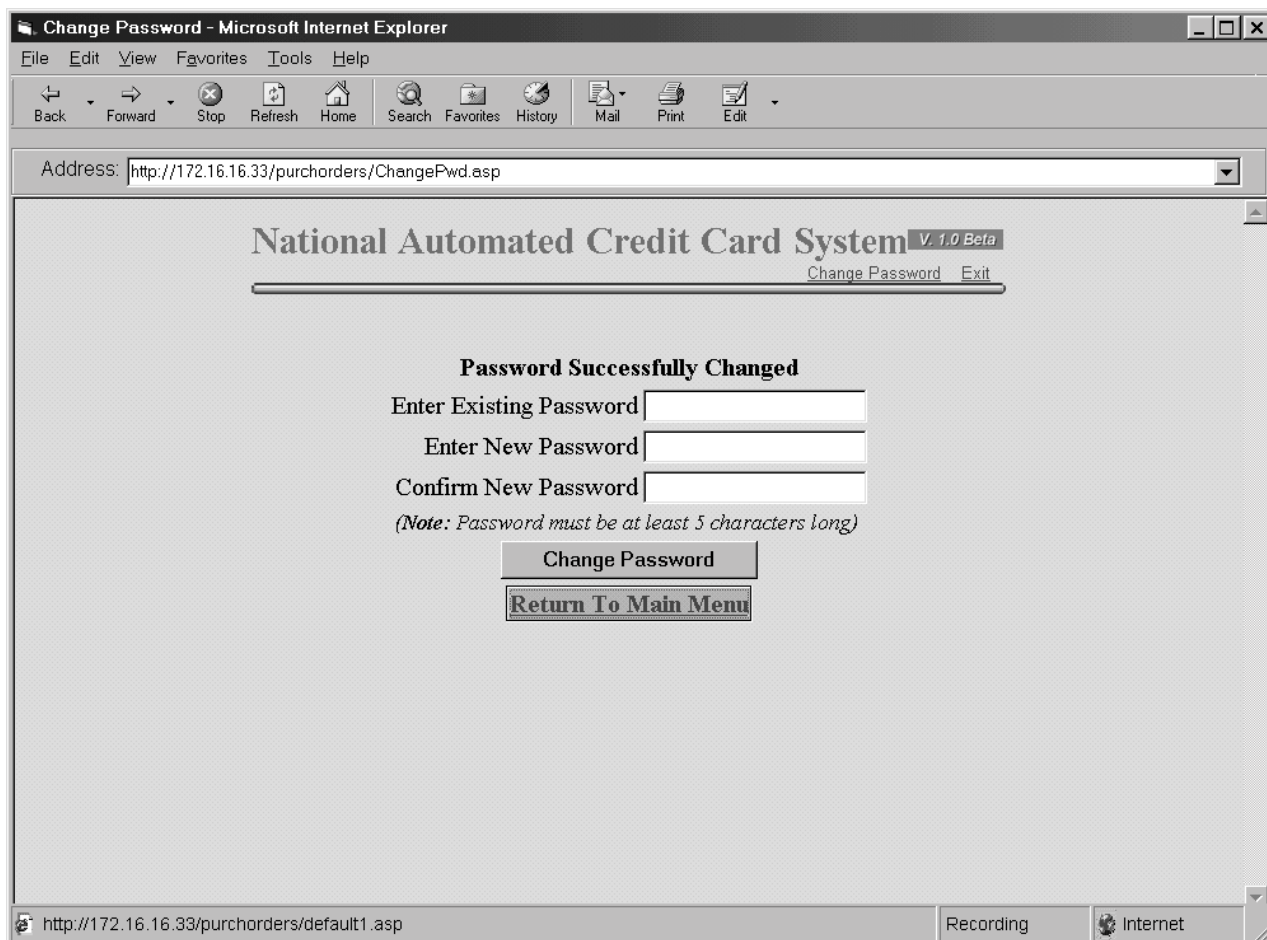
Figure 3.6

Be sure to remember your new password. If you should forget it, contact your Regional NACCS Administrator for a new password.

To resume NACCS processing, click on "Return To Main Menu".

3.4   Exiting NACCS.

The other hyperlink text item at the top of your screen (i.e., the word "Exit" -- see Figure 3.4) is used to exit NACCS at any time. You must use the "Exit" link to complete your NACCS

session. While closing your browser or linking to another site will terminate your workstation's use of NACCS, your session within NACCS will remain open. Extra system resources are used unnecessarily when the link is left open. Also, NACCS only allows one user at a time to be logged in using the same User ID. Therefore, if you try to log back on, you will not be allowed back in. Figure 3.7 shows the error message that results when logging in under a User ID that is already active.

Figure 3.7

Should you get this message, contact your Regional NACCS Administrator, who will be able to logout your previous session.

Finally, the "Exit" link can be useful in your normal usage of NACCS. Since NACCS is a menu driven system and some of the menu trees are quite deep, it may be faster to get to the main menu by clicking on "Exit" and then logging back onto NACCS than trying to ascend back up through the menu structure. Keep this in mind during your use of NACCS.

3.5   Data Entry and Navigation between Data Fields.

When clicking on or advancing to a field that already has data in it, the entire contents of the field will be initially highlighted, as shown in Figure 3.8.

Edit Accounting Code for CC Number 0001234560000123456

Rgn	App	Lim	C C	Prog Elem	Obj Cls	SMCS	Proj Num	StatData2	AFC
W	901	0	F410	460	2608				

Description:		Tag:	

Figure 3.8

As you can see, the entire Appropriation Code (APP) is highlighted. Anything typed into that field will replace all of what is currently highlighted. If you want to edit what the field contains, you will need to click the field again at the point that you want to make the change, and the field will change from replace to insert mode. You can then edit the contents of the field without losing what was originally there.

Data can be entered into a form in any order. To navigate between fields, just click on the data field you wish to enter. Also, pressing the TAB key will advance you to the next field, and Shift-TAB will take you back to the previous field. Even though you may supply all of the information needed for a particular field, it will not automatically advance you to the next data field when the field you are entering data into is full. You must advance to the next field yourself by pressing TAB or by clicking on the next field you wish to enter. In order to process the information in the form, however, you must click on an execution-type button when you are finished with data entry, such as "Update," "Add," "Approve," etc. (Also, for Internet Explorer, if the execution-type button is highlighted or pre-selected, pressing the ENTER key will have the same effect as clicking on the button.) Otherwise the information that you have entered will be lost. However, if you want to discard the data you have entered, you can exit the data entry screen without clicking the execution button. This will preserve what information was originally there and will cause no changes to be made to the NACCS database.

3.6   Navigation between Pages and the Parts of NACCS.

Generally, do not use the Forward and Backward arrow buttons of the browser to navigate
through the pages or parts of NACCS. Instead use the application-supplied menu items or
navigation buttons. There are several multi-page forms that are used by NACCS. To navigate
through these, use the navigation buttons that are at the bottom of each page of the form, similar
to the ones displayed below:

Next >> Last

Figure 3.9 – First page of the form

First << Previous Next >> Last

Figure 3.10 – A middle page of the form
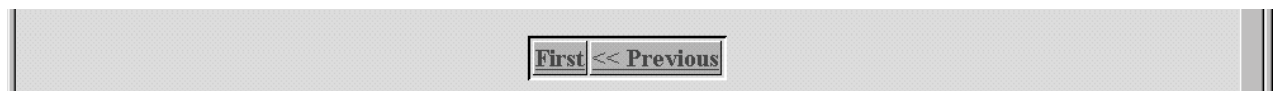
First << Previous

Figure 3.11 – Last page of the form

Clicking on "Next" will take you to the next page of the form. "Previous" will take you back to
the page you were just on. "First" and "Last" will take you to the first and last pages of the form
respectively.

4.0 Cardholder Documentation.

4.1   Main Cardholder Menu.

Figure 4.1

Figure 4.1 shows the main menu for the Cardholder. As a cardholder, you will see this screen after you successfully log onto NACCS. Notice that the number of invoices awaiting your review or update is shown. The menu items listed and their purposes are as follows:

- Account String Maint. –   Used to enter and maintain frequently used accounting strings

- Invoice Update –   Used to update invoice records with correct accounting codes

- Invoice Change –   Used to correct invoices that have already been updated but not yet approved.

- Review Archived Invoices –   Used to view historical invoice records

- Print/Export Invoices –   Used to print out current or historical invoices or to extract them for exporting to other applications.

4.2   Cardholder Functions.

There are five main functions that a cardholder can perform. These correspond roughly to the menu items listed on the main menu and are generally performed in the order that they are listed. Each main function is described below along with the procedures for accomplishing them.

4.2.1   Maintenance of Accounting String Information.

When you are first added as a cardholder into NACCS, only a default accounting string is recorded for you. However, for some users it is helpful to have a list of frequently used accounting strings stored for them in the NACCS database that can be rapidly selected and entered using a single mouse click. "Account String Maint." is the menu item used to set up such accounting codes and to subsequently maintain them.

Figure 4.2

Clicking on that menu item gives a screen similar to the following.
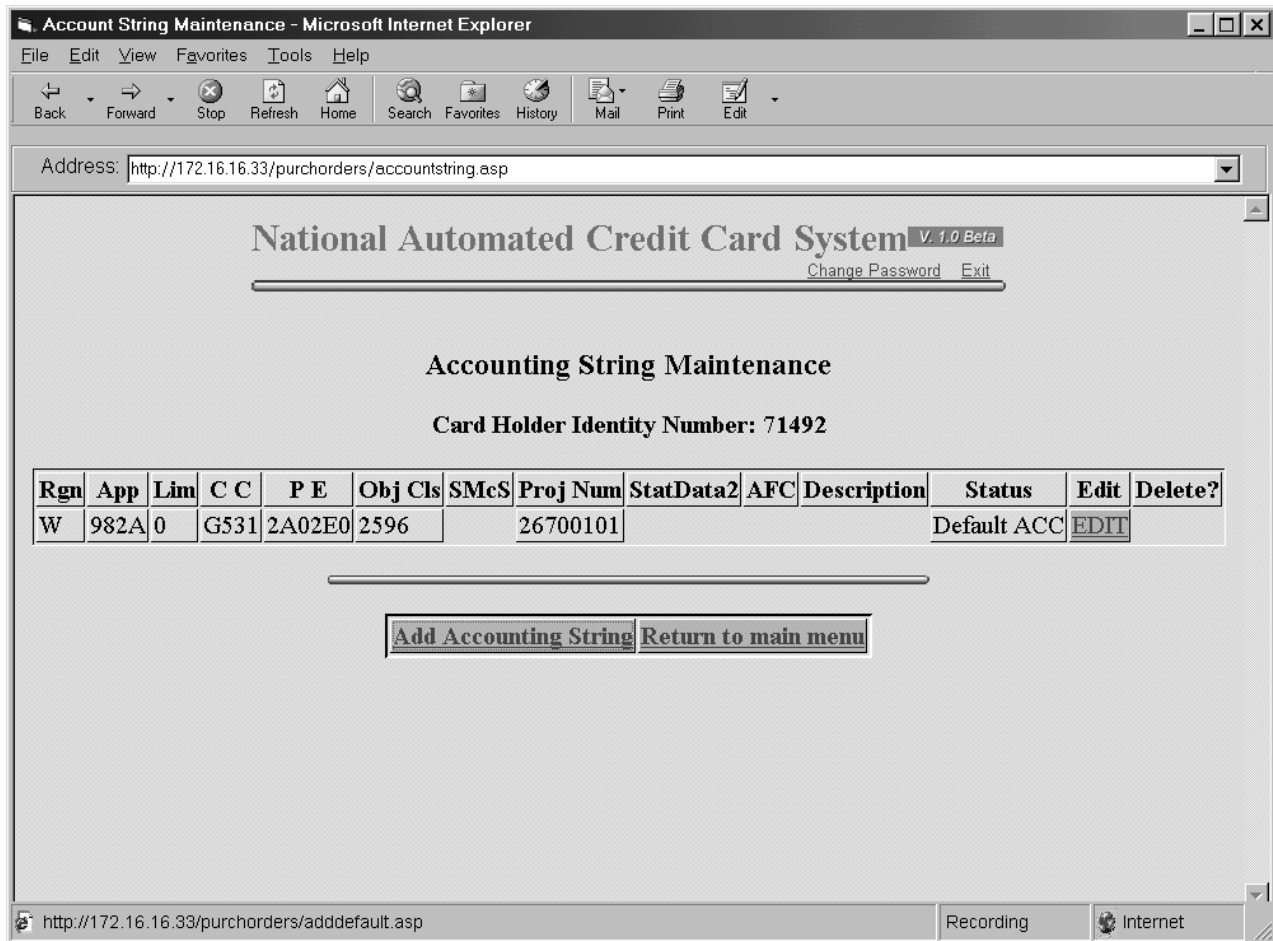
Figure 4.3

You will see the default accounting string that is assigned to you. It contains the codes to which all invoices are initially charged until you specifically update them (i.e., provide the accounting codes to which the invoice should be actually charged). You can edit the default string if it changes to keep it up-to-date. You can also add additional accounting strings that you frequently use. These will be made available for quick entry into invoices.

4.2.1.1   Adding Accounting Strings.

To add a frequently used accounting string, begin by clicking on "Add Accounting String". You will get a data entry form similar to the one below, except it will initially be blank.

Figure 4.4

You can see the accounting string information that was entered. To add it to your list of accounting codes, click on "Add ACC." The information you entered will then be checked against the NACCS edit tables to determine if what you entered is valid. If this information is valid, it will be added to your user profile and you will get a message similar to the one shown in Figure 4.5.

Figure 4.5

If the information that you entered was not valid or was incomplete, you will get a message similar to the following:

Figure 4.6

You can then correct any errors and resubmit the accounting string information by clicking "Add ACC". You can continue with adding accounting information, or you can return to the accounting string maintenance function by clicking on "Back to Account String Maintenance". At that time you will see the accounting strings that you have added.
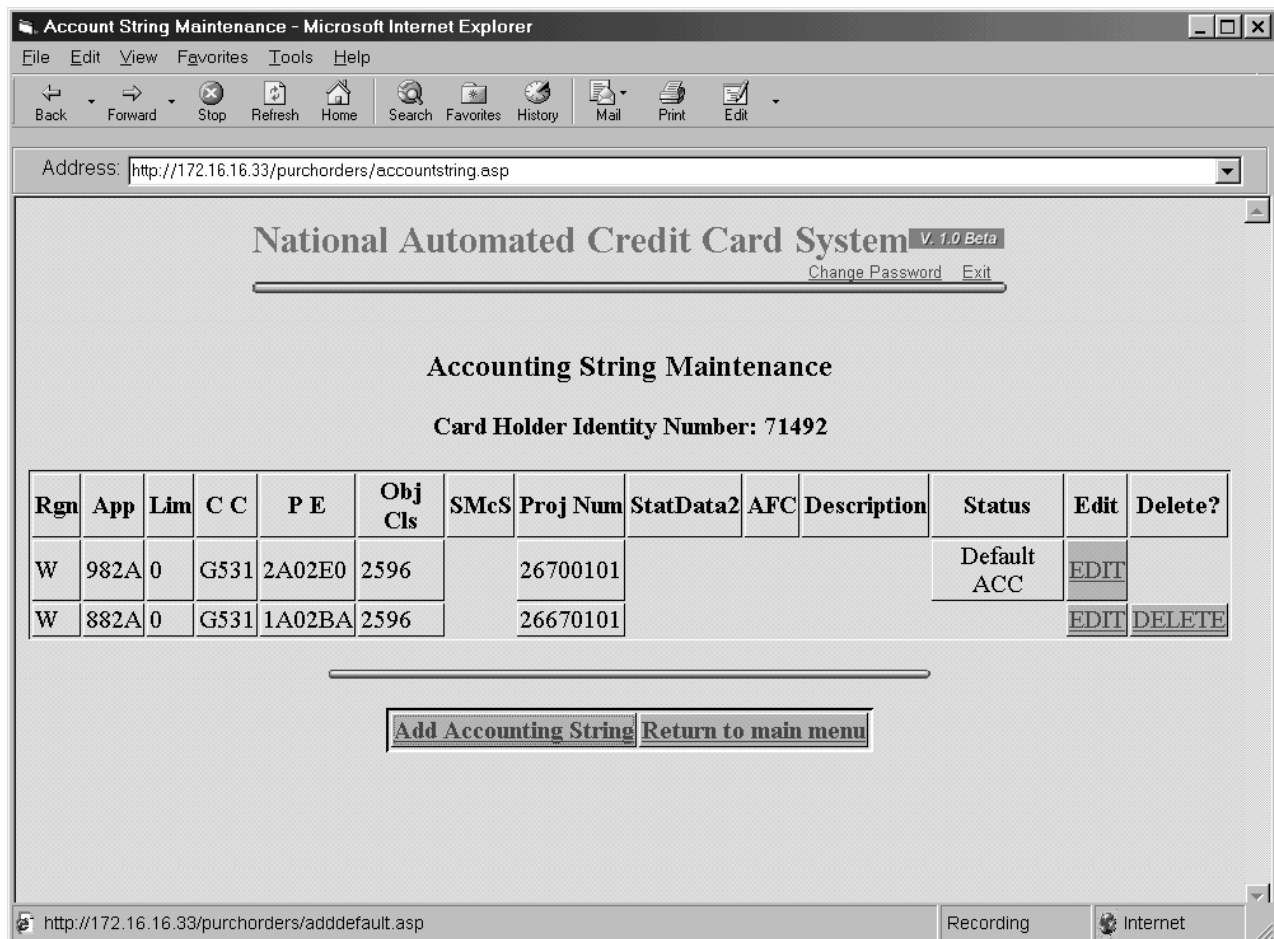
Figure 4.7

Figure 4.7 shows the accounting string that was successfully added.

4.2.1.2   Viewing Data in Accounting Code Edit Tables.

To show you an additional feature that can be used while adding or editing accounting strings, let's add another accounting string to the user profile by clicking on "Add Accounting String".

Figure 4.8

This time, notice the hyperlink text, "View Edit Tables" just below the "Add ACC" button. This link can be used to view or search the accounting code edit tables used by NACCS. Clicking on the "View Edit Tables" link causes an overlay window to be opened as shown in Figure 4.9.
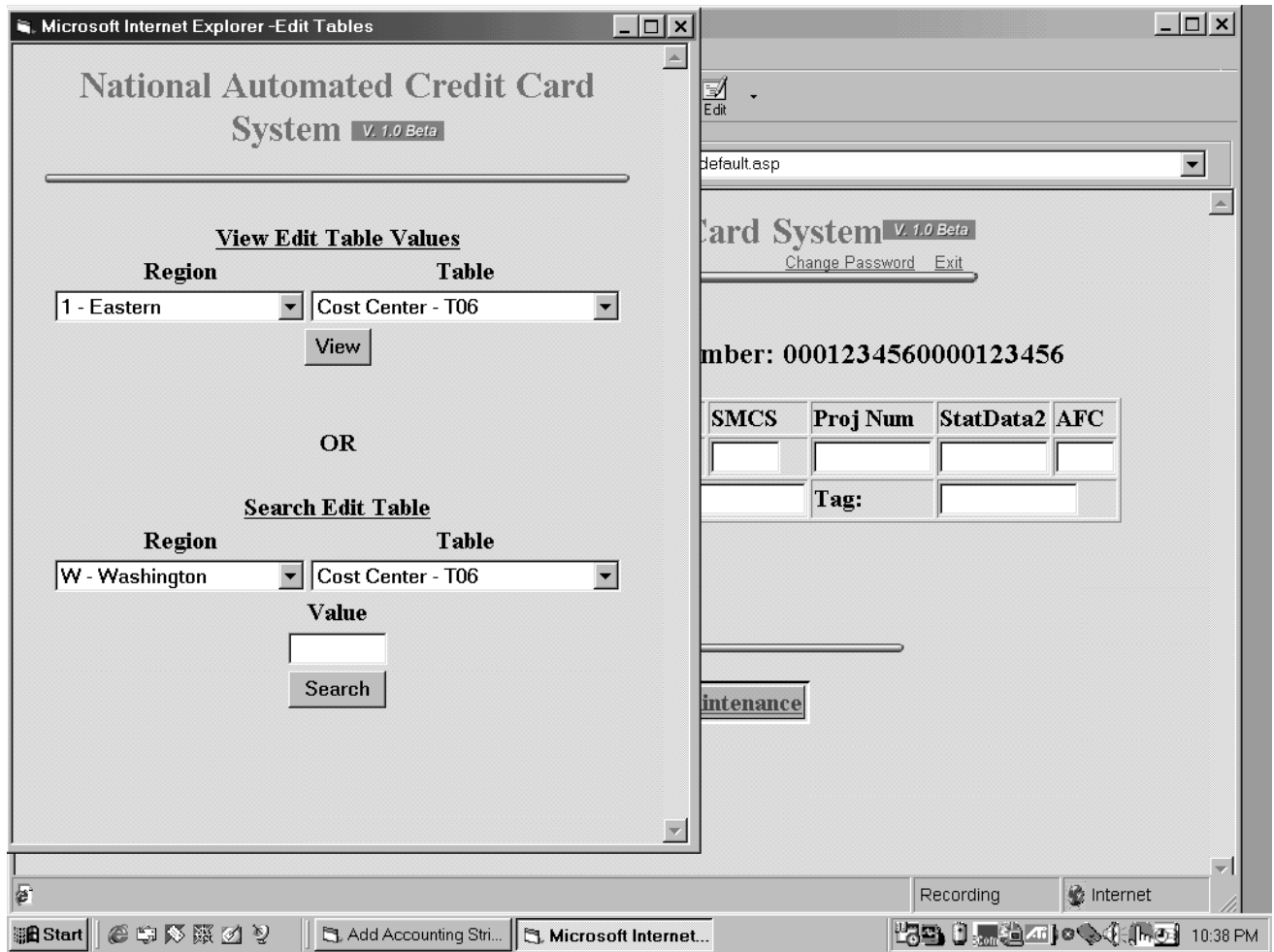
Figure 4.9

As you can see, the overlay screen allows you to view all of the records in a particular edit table for a particular region or to search for a specific value in the edit tables. The possible selections for "Region" and "Table" fields may be selected from a "pick list" that is accessed by clicking on the down arrow within the data field.

Figure 4.10

Figure 4.10 shows the open "pick list" for the data field, "Region", revealing the possible selections that can be made for that field. Clicking on one of the possible selections causes it to be entered into the data field.

Figure 4.11

Figure 4.11 shows the open "pick list" for the data field "Table", revealing the possible selections that can be made for that field. The selection values are identical whether using the upper part of the form ("View Edit Table Values") or the lower part of the form ("Search Edit Tables").
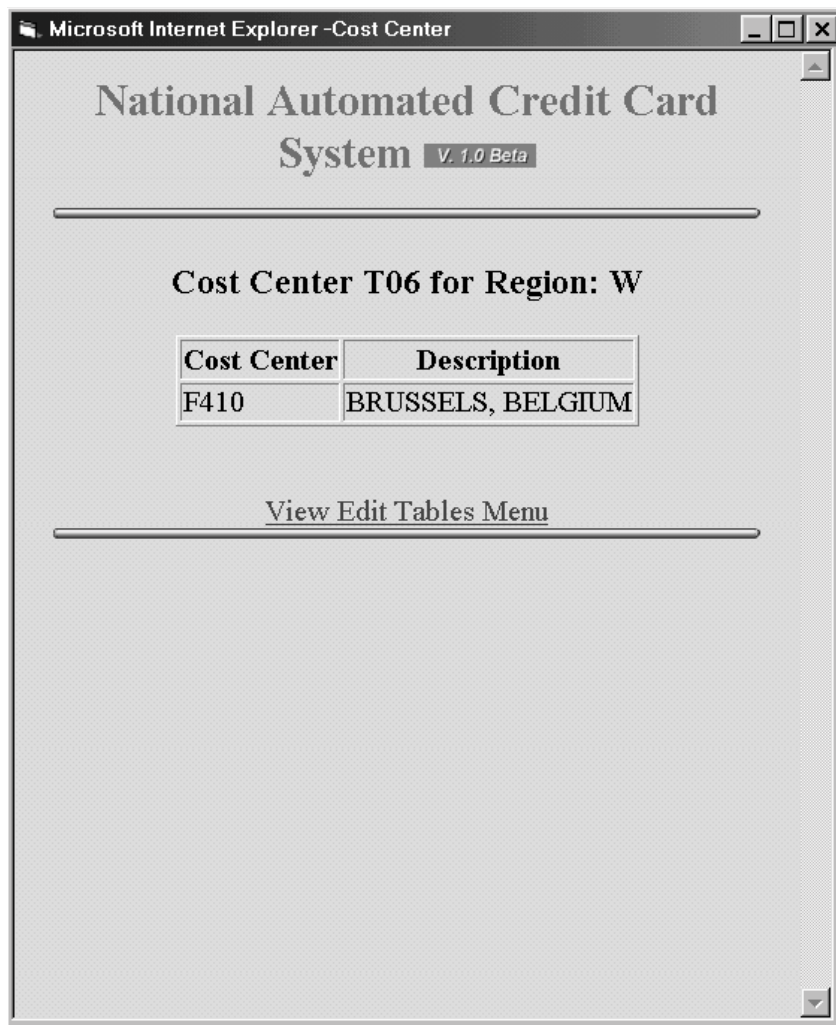
Figure 4.12

Figure 4.12 shows the result of searching for a specific cost center code for Washington Headquarters. The value F410 was entered into the "Value" field of the previous screen (Figure 4.11), and the selected entries for the "Region" and "Table" fields were "W – Washington" and "Cost Center – T06" respectively. The "Search" button was then clicked, giving the above results.
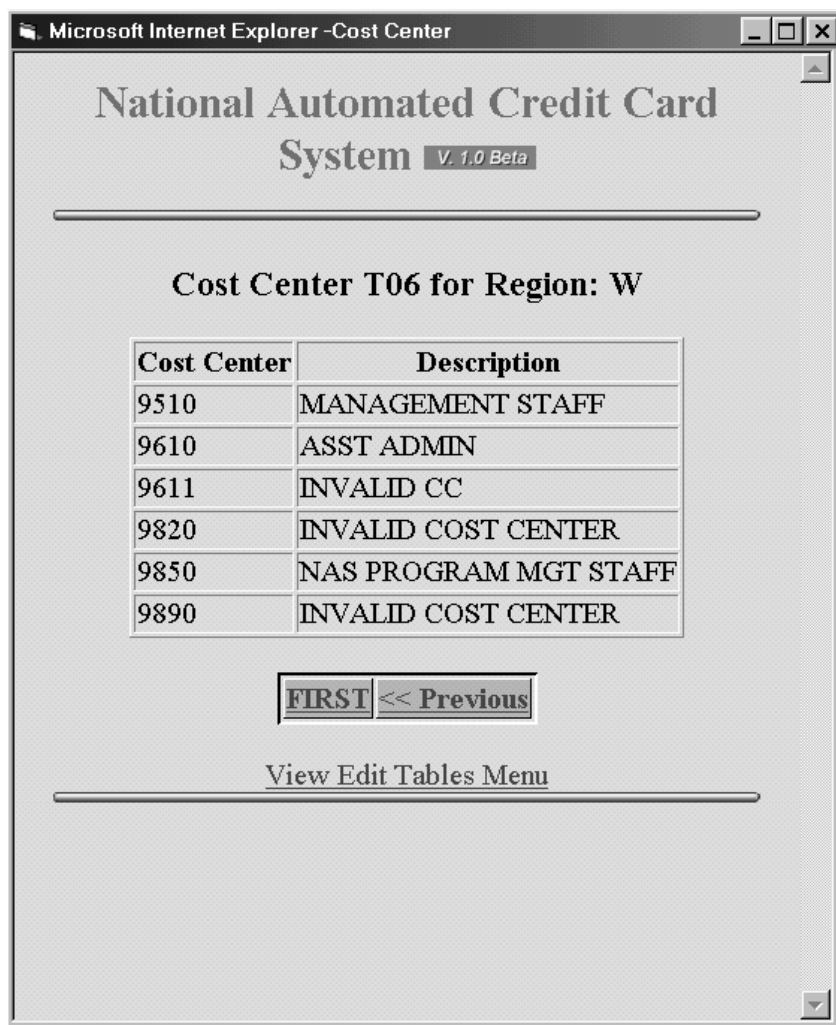
Figure 4.13

Figure 4.13 shows the last page of the cost center codes for Washington Headquarters after selecting "View". The selected entries for the "Region" and "Table" fields were "W – Washington" and "Cost Center – T06". The "View" button was then clicked, giving the above results. (All cost center codes were available for viewing, but only the last page is shown here.)

When viewing or searching the edit tables, specific data can be copied from the edit table screens and pasted into the data entry form as previously described in Section 3.5 on page 16.
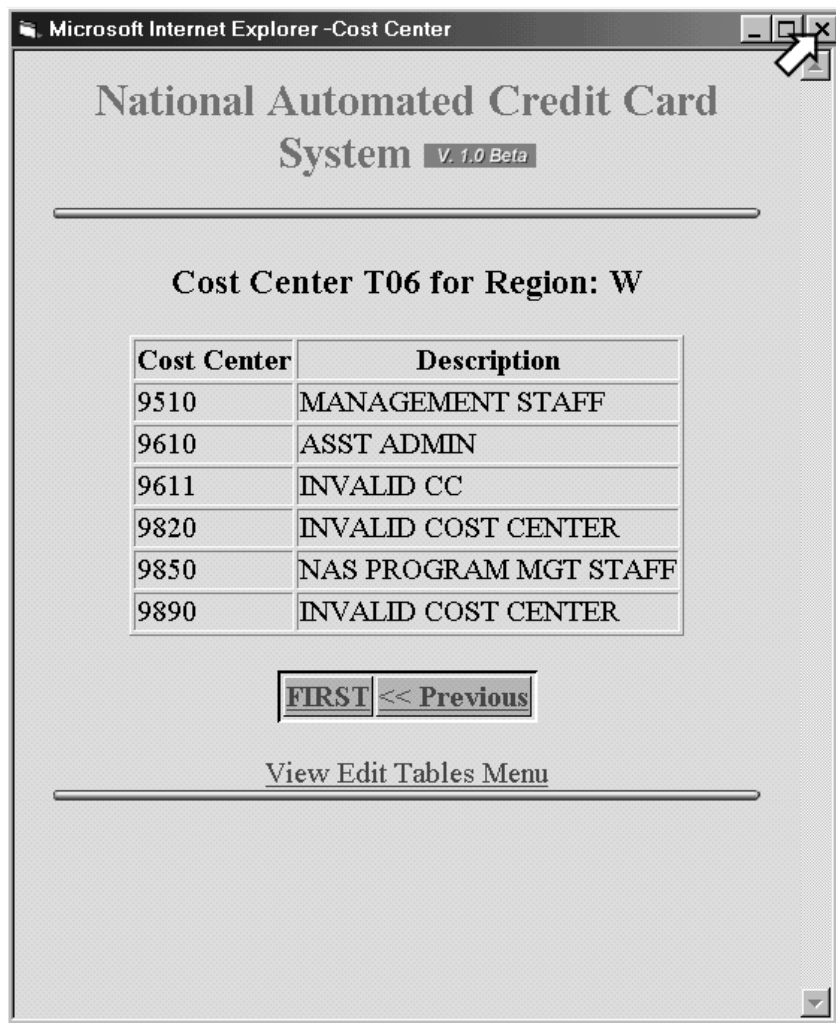
Figure 4.14

To close the overlaid edit table screen, click on the "close window" button in the upper right of the overlay window, as shown in Figure 4.13. This will return you to the accounting string data entry form.

4.2.1.3 Editing Accounting Strings.
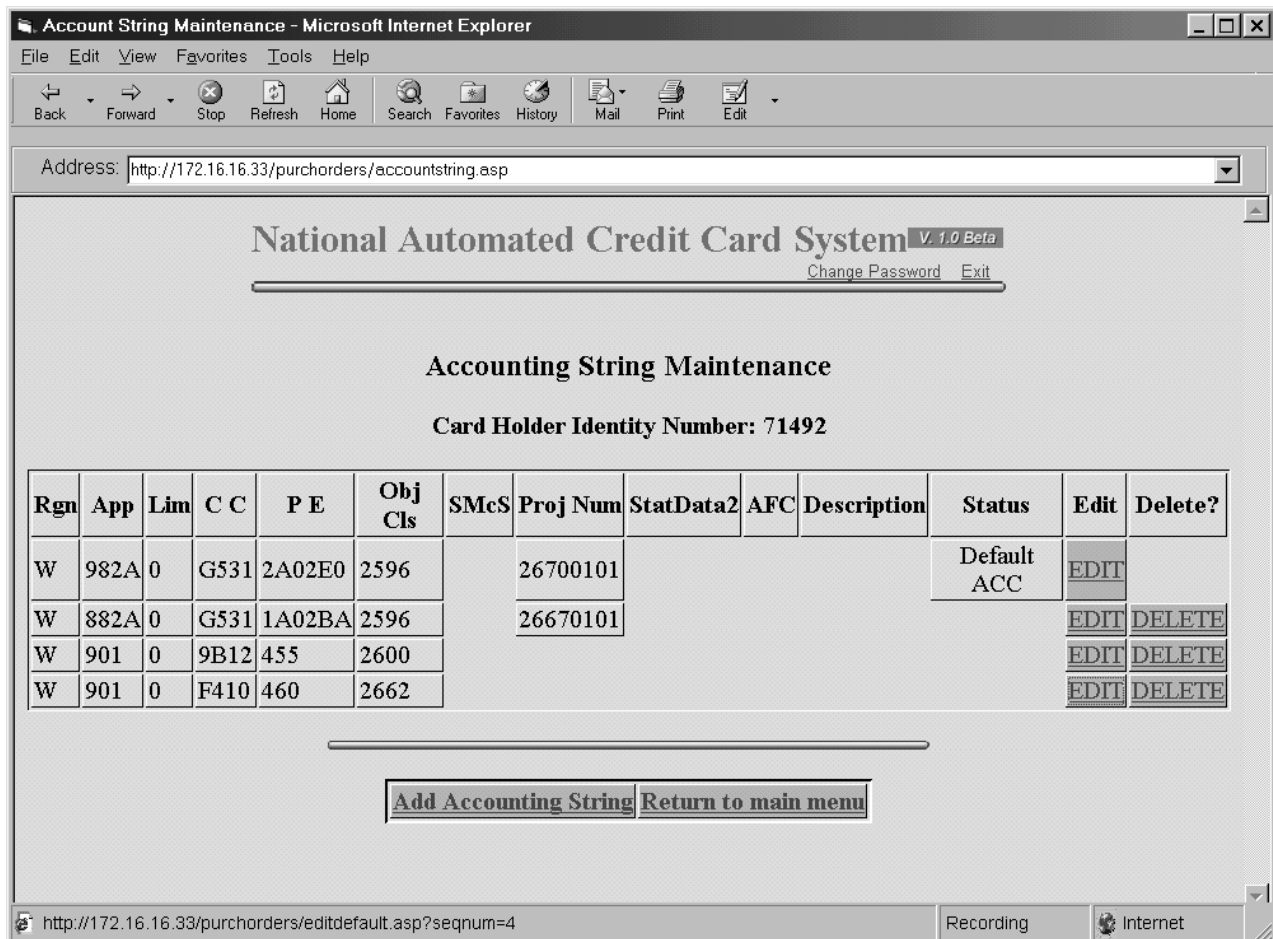
Figure 4.15

Figure 4.15 shows the cardholder profile we have been working with, along with the addition of two additional accounting strings. To edit the last accounting string click on the "Edit" button for that string.

Figure 4.16

Figure 4.16 shows the screen that allows you to edit the accounting codes for the particular record. In this screen we changed the Object Class (Obj Cls) from 2662 to 2608. Clicking on the "Update" button causes the modified accounting string to be validated, and Figure 4.17 is the result.
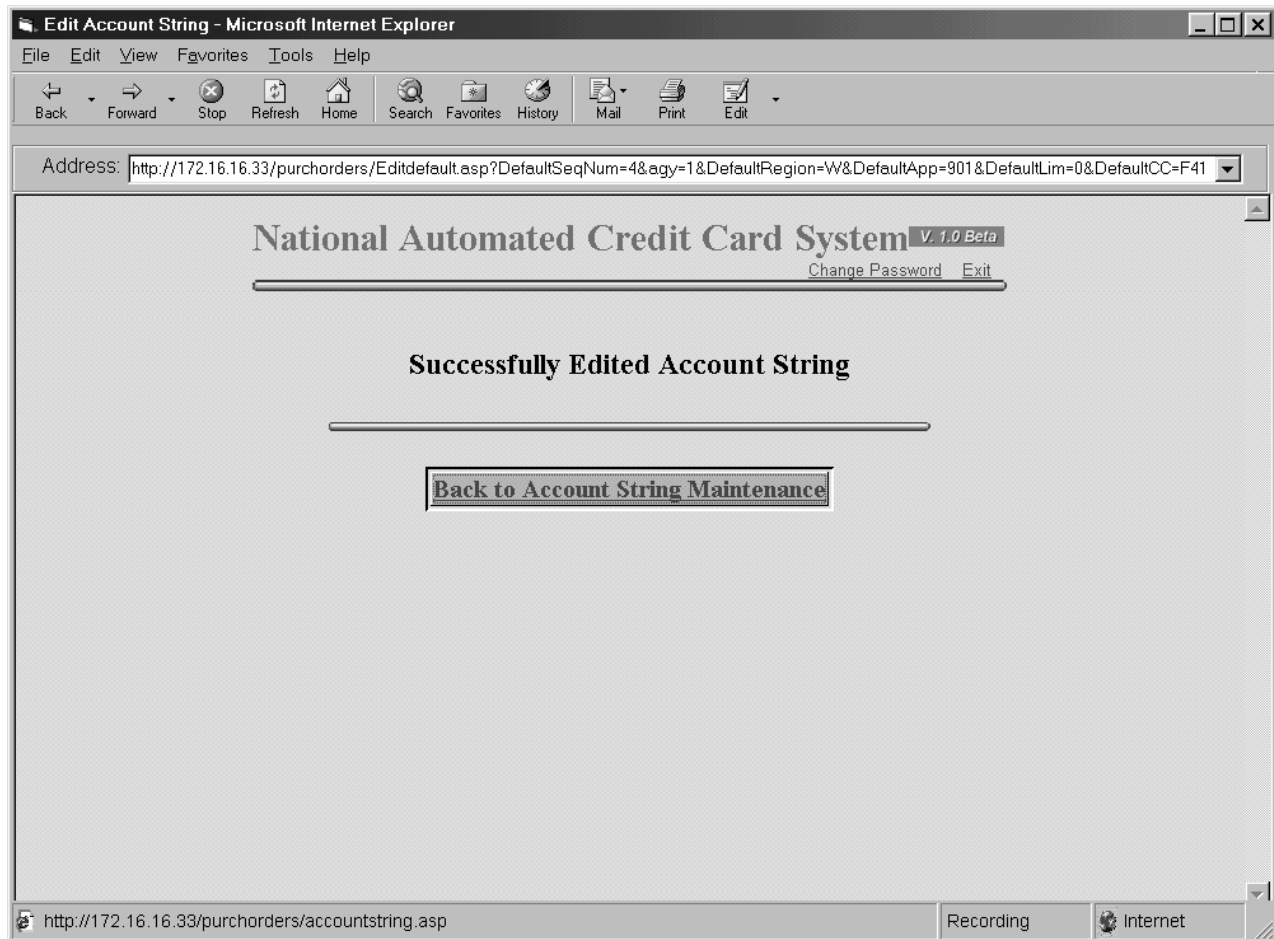
Figure 4.17

Clicking on "Back to Account String Maintenance" gives the following screen.
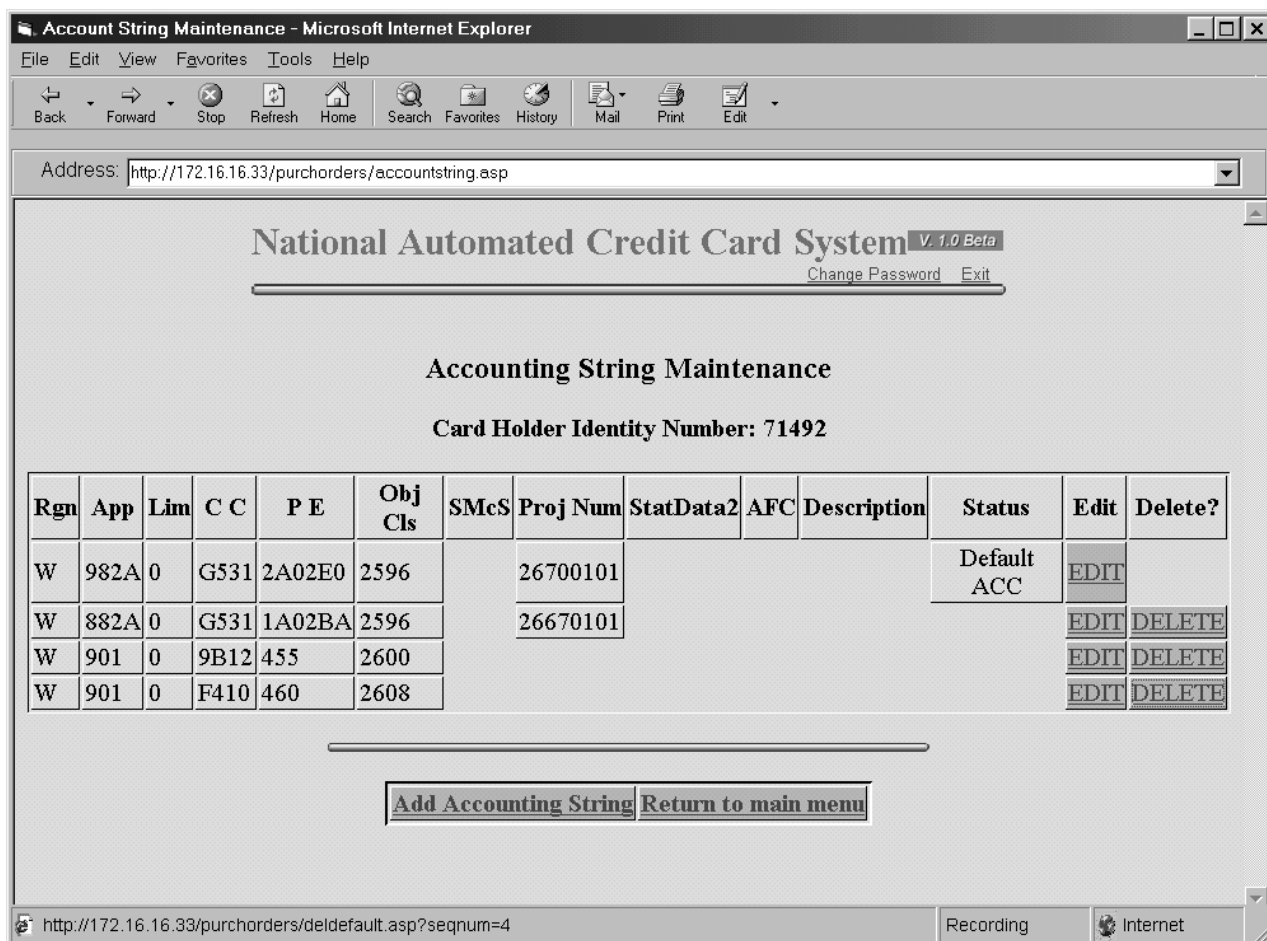
Figure 4.18

Figure 4.18 shows the updated accounting strings for this user. You will notice that the Object Class value for the last record is now the new value of 2608.

4.2.1.4   Deleting Accounting Strings.

To delete the last record, click on the "DELETE" button for that record, and you will see the following screen.
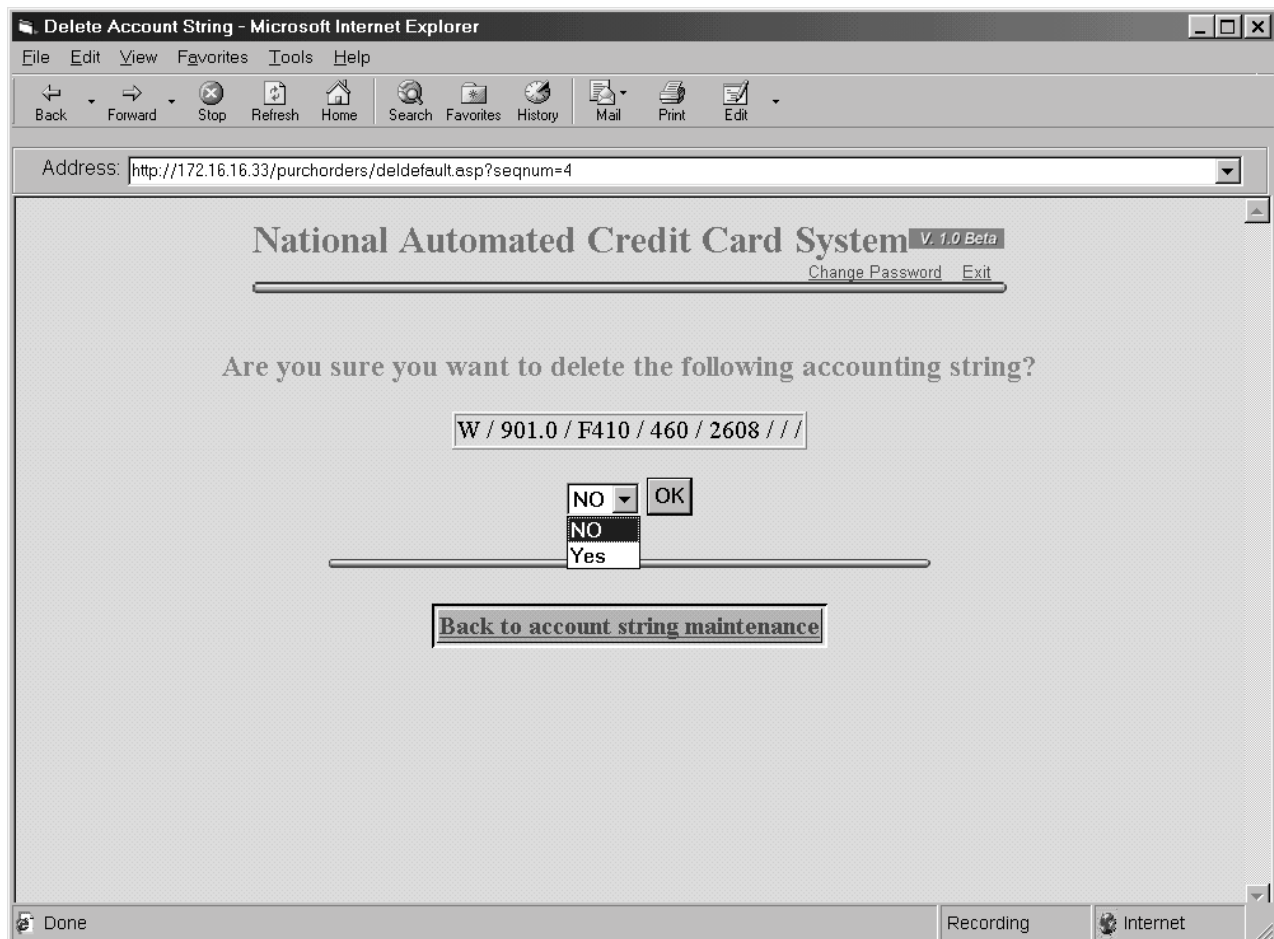
Figure 4.19

You are asked to confirm the deletion before it is actually carried out. A "pick list" consisting of "NO" (the default value) and "Yes" is provided. Select "Yes" if you truly want to delete the record, and then click the "OK" button to perform the actual deletion. The following screen will result.

Figure 4.20

Clicking on "Back to account string maintenance" gives the following screen, which confirms that the last accounting string was deleted.
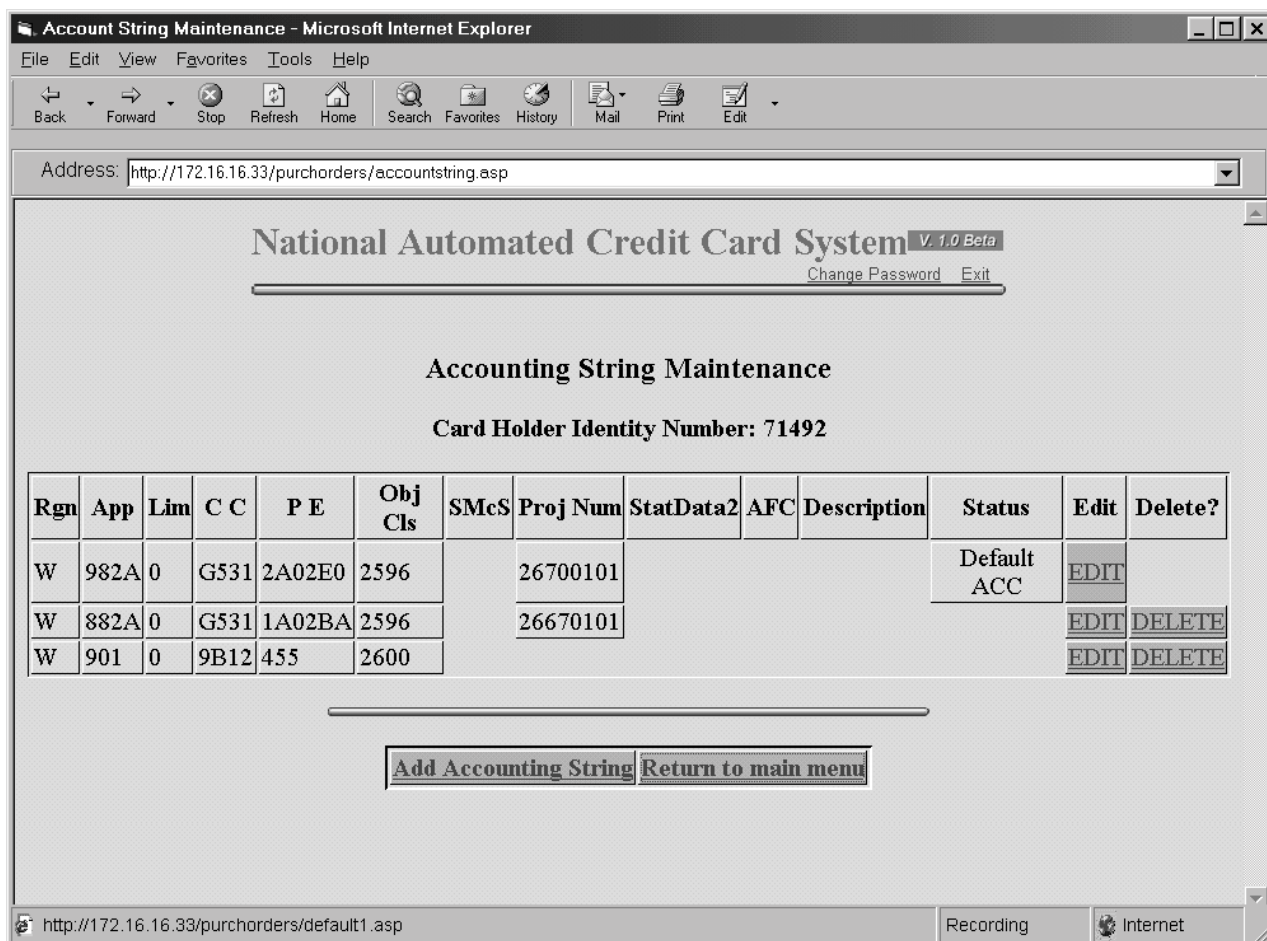
Figure 4.21

When you are finished adding, editing, or deleting accounting strings, click on the "Return to main menu" button.

The above procedures can be performed as often as necessary to add, modify, or delete accounting string information for your user profile. Keeping your accounting string information up to date will greatly facilitate the work of updating future invoices.

4.2.2   Updating Invoices.

One of the main purposes of NACCS is to enable correct accounting classification codes to be assigned to credit card purchases. To allow prompt payment of the monthly credit card invoices, the individual invoice records are initially assigned to the cardholder's default accounting string. Accordingly, DAFIS transactions are generated to eventually cause payment to occur, debiting the default account classifications that had initially been assigned. Then, during the month, credit card holders review each of the invoice records for which they made purchases and correct or confirm the accounting classification code that had been assigned. This correction or confirmation of invoice records is called updating the invoices.
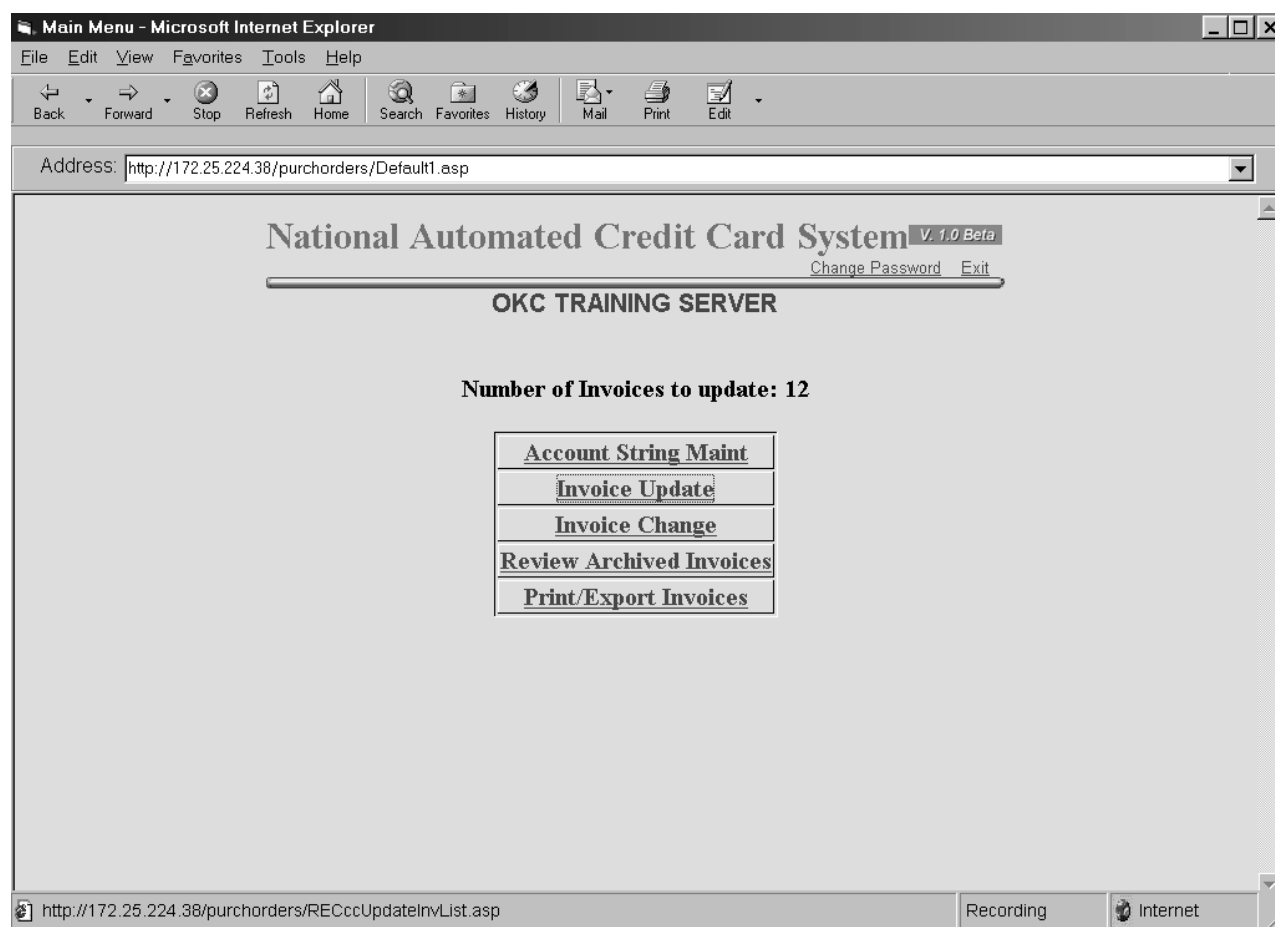
Figure 4.22

After you have logged onto NACCS, you will see the Cardholder Main Menu as shown in Figure 4.22. Notice that the number of invoices that need to be updated (confirmed and/or corrected) is shown. To update those invoices, click on the "Invoice Update" menu item. A screen similar to the following will be displayed.
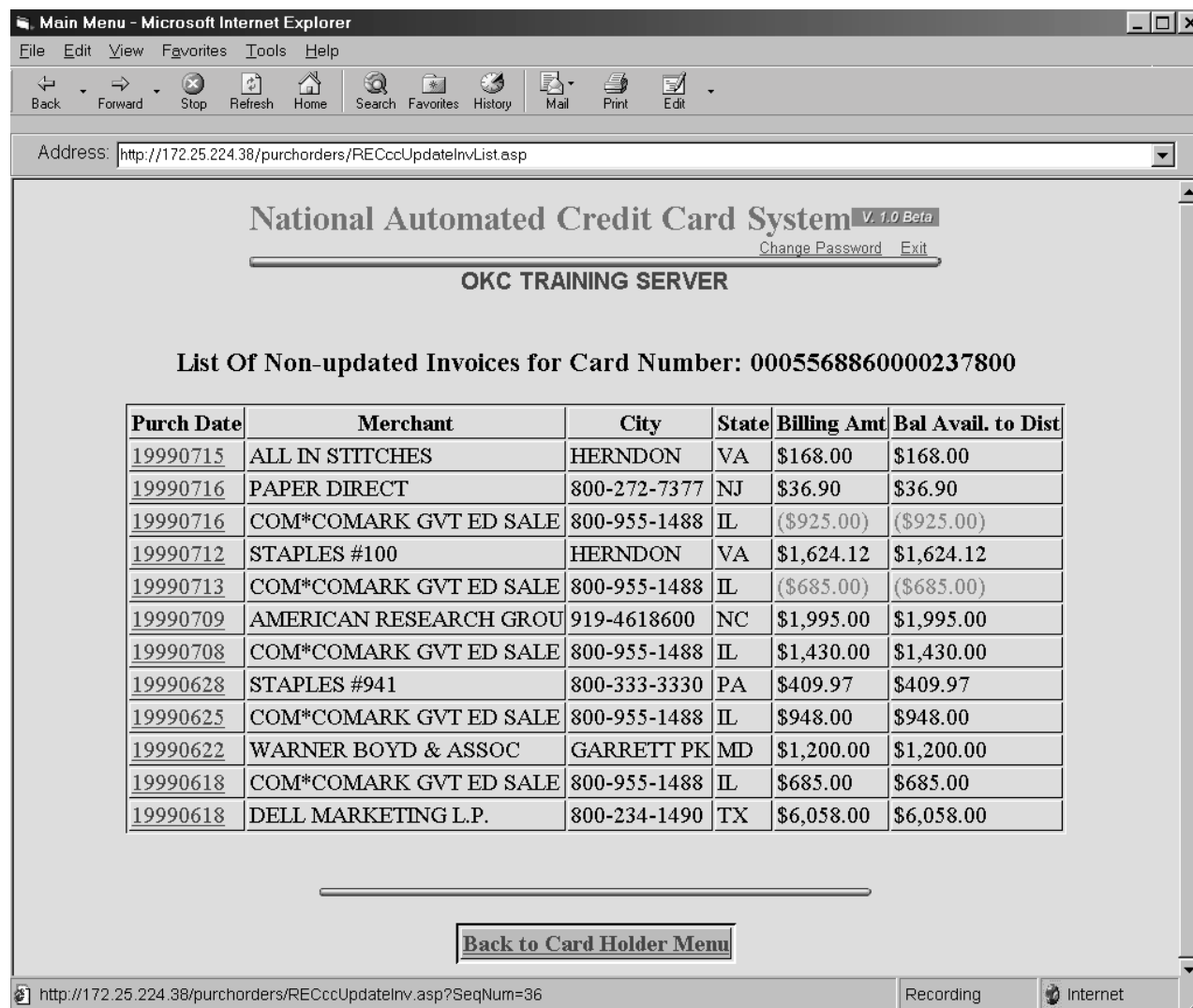
Figure 4.23

Notice that all invoice records that are awaiting review/revision are listed. Notice also that third and fifth records have their amounts displayed in another color and enclosed in parentheses. This means that they are credits rather than charges. You will see this type of notation any time that a credit is given. To review or update a particular invoice record, just click on the purchase date for the particular record.

4.2.2.1   Confirming the Default Accounting String.

Clicking on the first invoice record produces the following screen.

Figure 4.24

You will probably not be able to see the full form all at once as shown here, because of the size limitations of your monitor, but you can scroll down or up to see all of the form. Notice that just below your CardHolder number is the Merchant Data for the purchase, showing the Purchase Date, Billing Amount (in this case credit), and the Merchant's name and location. Below that is the list of frequently used accounting strings that were previously set up. (See Section 4.2.1.)

Each of the accounting strings are active, which means that clicking on any one of them will cause their values to be entered into the accounting code fields at the bottom of the form.

Notice that the default accounting string (the first string listed in the "Frequently Used Accounting Strings" area of the form) is listed in the data entry fields for this invoice. This is the accounting string to which the invoice has been initially charged. To confirm that the default accounting string is the correct string to which the invoice should be charged, simply click on the "Update" button. The accounting string will be re-verified and the record will be updated and readied for review by your Approver. The following screen will result.
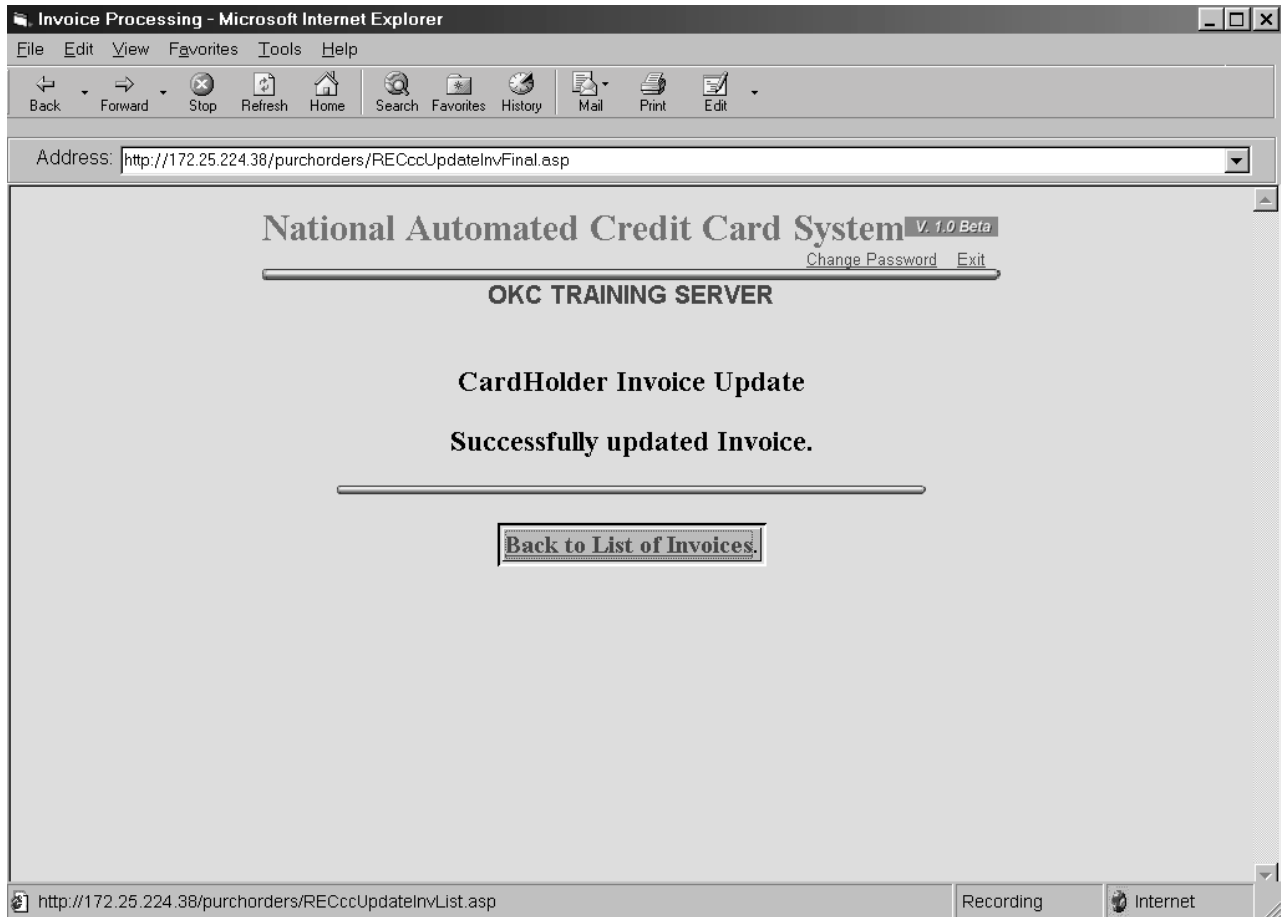
Figure 4.25

Clicking on "Back to List of Invoices" returns you back to the previous screen.

4.2.2.2   Updating an Invoice with a Frequently Used Accounting String.
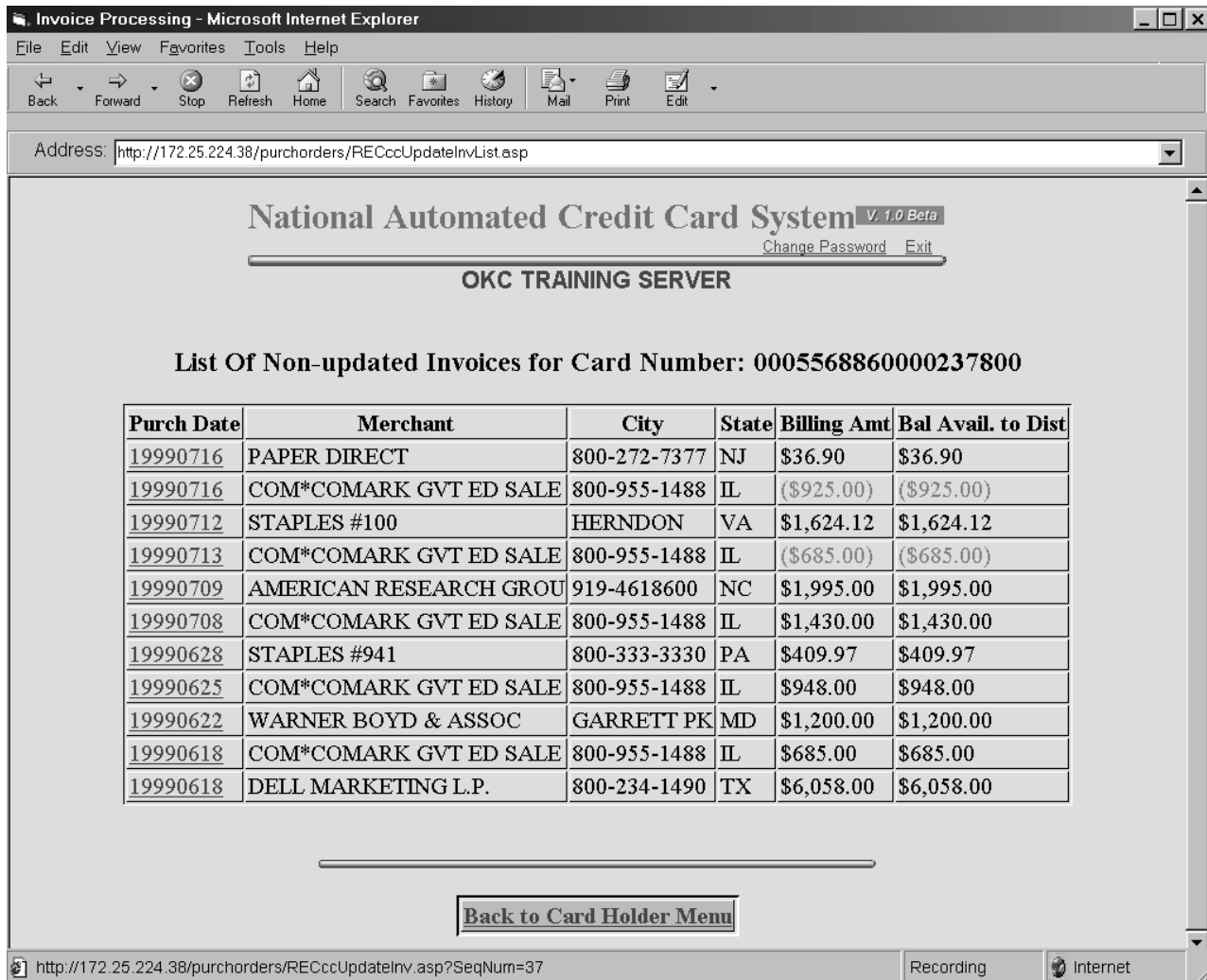
Figure 4.26

Notice now that the record we confirmed previously no longer appears on the list because it has been updated and is awaiting approval by your Approver. We are now going to review the next invoice on the list and update its accounting string with one of your "Frequently Used Accounting Strings". To review this invoice, click on it's purchase date, and the following screen will result.

Figure 4.27

Notice that the hyperlink text "View Edit Tables" is just below the "Update" and "Split" buttons. Clicking on that text will bring up the overlay window that allows you to view or search the accounting code edit tables. For a complete description on how to use this feature, please refer to Section 4.2.1.2.

For this invoice we've used the second accounting string listed in the "Frequently Used" area. Just clicking on that string causes its values to be automatically loaded into the data entry area for this invoice, as you can see. However, although the accounting codes of the second string are loaded into the data entry fields, the invoice still needs to be updated to cause the change in the accounting string to occur. If we were to go "Back to List of Invoices" before updating the invoice, the changes we've made would be lost and the invoice would still be in a "default" status. Clicking on the "Update" button causes the invoice to be updated with the new accounting string. The following confirmation screen will then be displayed.

Figure 4.28

To continue the updating of invoice records, click again on "Back to List of Invoices".

Figure 4.29

Notice again that the record we just updated no longer appears on the list. For the next record (the credit), we are going to assign a portion of the invoice to a different accounting string, so that the invoice is actually credited to two different accounting strings. This is called "splitting" the invoice.

4.2.2.3   Splitting an Invoice Record.

Sometimes a single purchase needs to be charged to more than one accounting string. For example, different types of products, such as office furniture and office supplies, were purchased at the same time but need to be paid out of different accounts. Or purchases may have been made for more than one office, each having a different accounting classification code. To perform multiple charges for a single invoice, you use the invoice-split process. It is also possible to split an invoice credit between two accounting strings, as we will demonstrate here.

We are going to split the next invoice (the credit) between more than one accounting string. As before, we click on the purchase date to begin the process.

Figure 4.30

Notice that just below your CardHolder number the form indicates that the particular invoice is a credit invoice. Below the "Frequently Used Accounting Strings" is the part of the form used to split the invoice among several accounting strings. This is the part of the form that we will be using.

Notice that the full amount of the invoice is displayed on the left. Also the amount that is currently charged to the default accounting string is shown on the right. Since no portion of the invoice record has yet been split off, the two values are the same.

To split off $125.00 of the invoice so it is credited to the second accounting string listed in the "Frequently Used" area, you can begin by entering -125 in the Amount to Distribute field. (Remember that this is a credit invoice; so, a negative number must be entered for the split. Entering a positive value into the "Amount to Distribute" field will result in an error message when splitting a credit invoice.) Then click on the second string listed in the "Frequently Used Accounting String" area. This will cause the accounting code values from that string to be automatically entered into the accounting code fields at the bottom of the form. Figure 4.30 above shows what the form looks like after these actions have been taken.

To actually split out $125.00 from this invoice and assign it to the new accounting string, click on the "Split" button. (Do not click on the "Update" button, as this will <u>not</u> split the invoice, but rather will assign it in full to the new accounting string.) After clicking on the "Split" button, the following screen will be displayed.
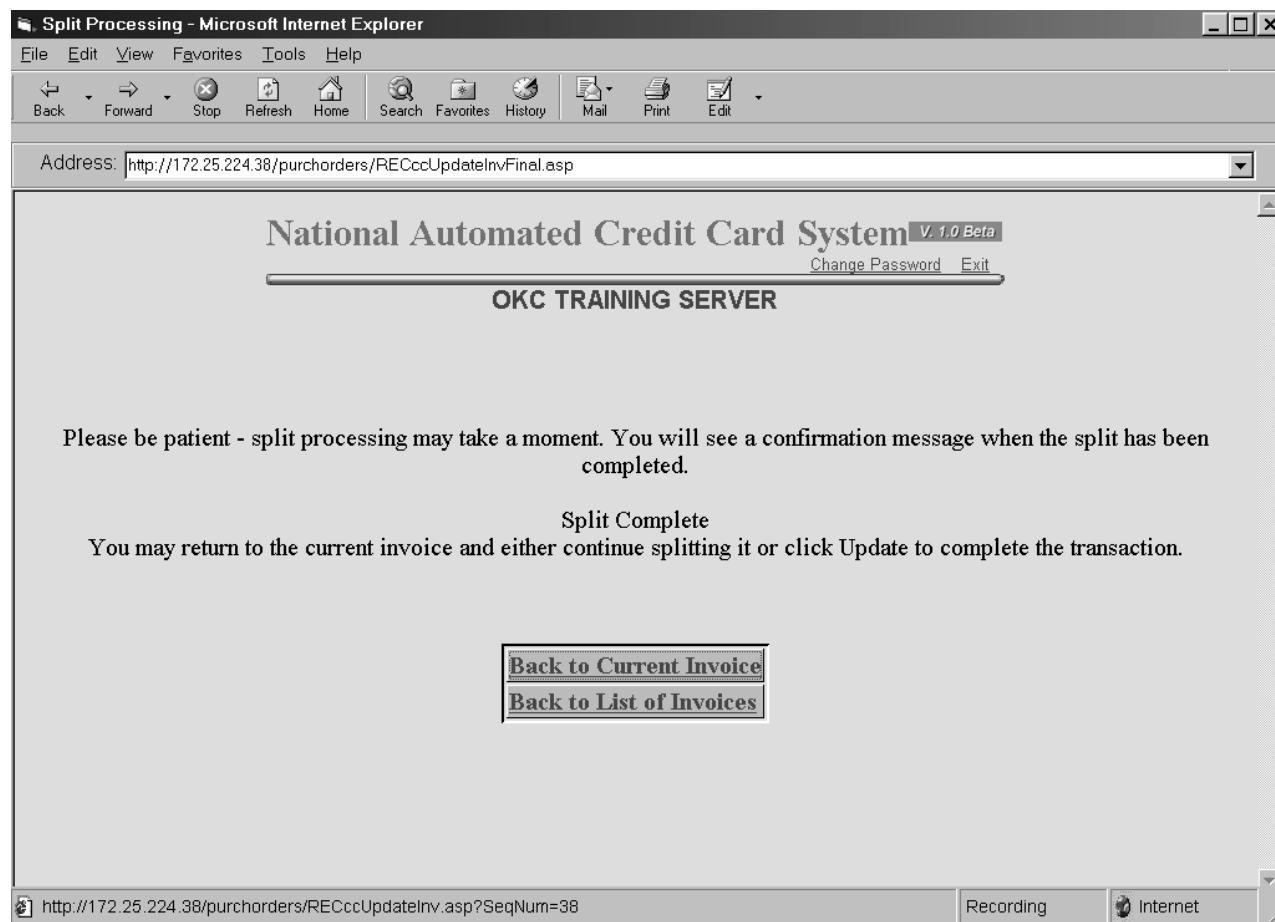

Figure 4.31

First, the "Please be patient" message is displayed while the accounting codes are validated and the split record is created. Then the "Split Complete" message is displayed. Clicking on "Back to Current Invoice" lets us continue working with the current invoice record.

Figure 4.32

The Invoice Distribution area of Figure 4.32 shows that we have split off $125.00 of the credit and that $800.00 remains. It also shows the accounting strings that these two amounts are currently credited to. The word "Displayed" listed for the $800.00 amount means that the data entry fields at the bottom of the screen pertain to the $800.00 portion of the invoice.

We are going to complete the processing of this invoice by entering a description of the purchase for which this credit resulted and by manually assigning the remainder of the credit (the $800.00) to the following accounting values.

Rgn	W
App	901
Lim	0
CC	8E20
PE	270
ObjCls	3105
SMcS	(no entry made)
Proj Num	(no entry made)

Note: It is very important to enter only upper case letters into the accounting string data entry fields. NACCS does not automatically convert lower case letters to upper case, and DAFIS will not properly process lower case letters in the accounting strings. For this reason, you should turn your keyboard Caps Lock <u>on</u> when entering accounting string data.

You can see the corresponding values that are entered into the data fields. To complete the processing of this invoice, click on the "Update" button. The following screen will result.

Figure 4.33

There is an important point to make here. Currently, there is no way to undo the splitting of an invoice. Should you split an invoice by accident, just change the accounting string assigned to the split amount back to the original string. Although you will have two records assigned to that accounting string, DAFIS will still properly process the records and charge the total amount to the correct accounting string.

Whenever invoices are updated, the accounting string data is verified against the NACCS accounting-code edit tables. If invalid accounting information is entered, an error screen will be generated, such as the following.

Figure 4.34

When such an error occurs, you must return to the list of invoices and start the update process all over again for the particular invoice. The data that you had previously entered is not retained.

4.2.3   Changing Invoices That Have Been Updated.

As you can see from the previous procedures, it is not possible to change, through the update process, an invoice that has already been updated. To do that, you must change the invoice through the Invoice Change process, which is the third item on the Cardholder Main Menu.
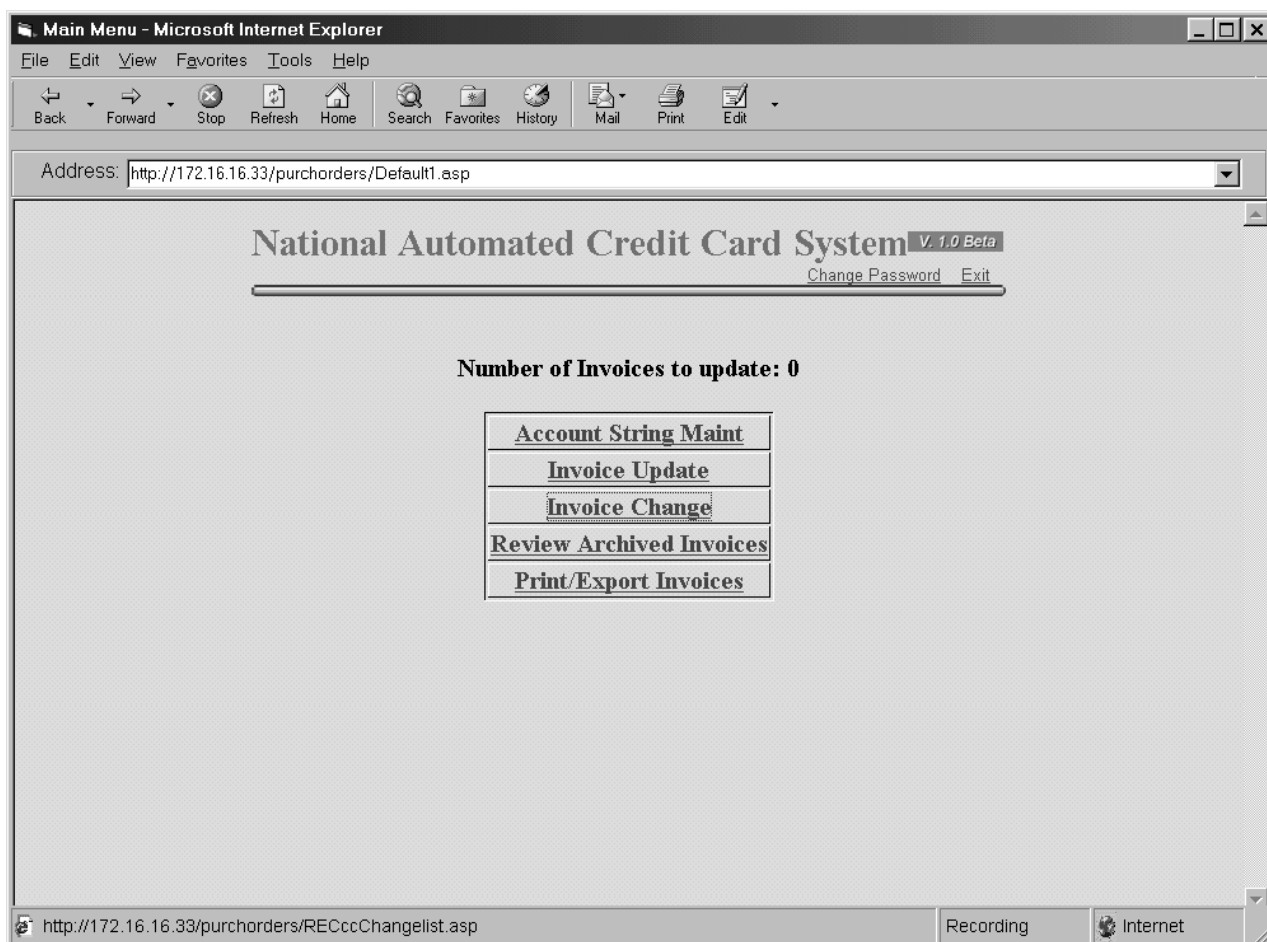
Figure 4.35

In this case we will be using a cardholder that has already updated all of his or her invoices. Clicking on "Invoice Change" brings up the following listing of updated invoices.
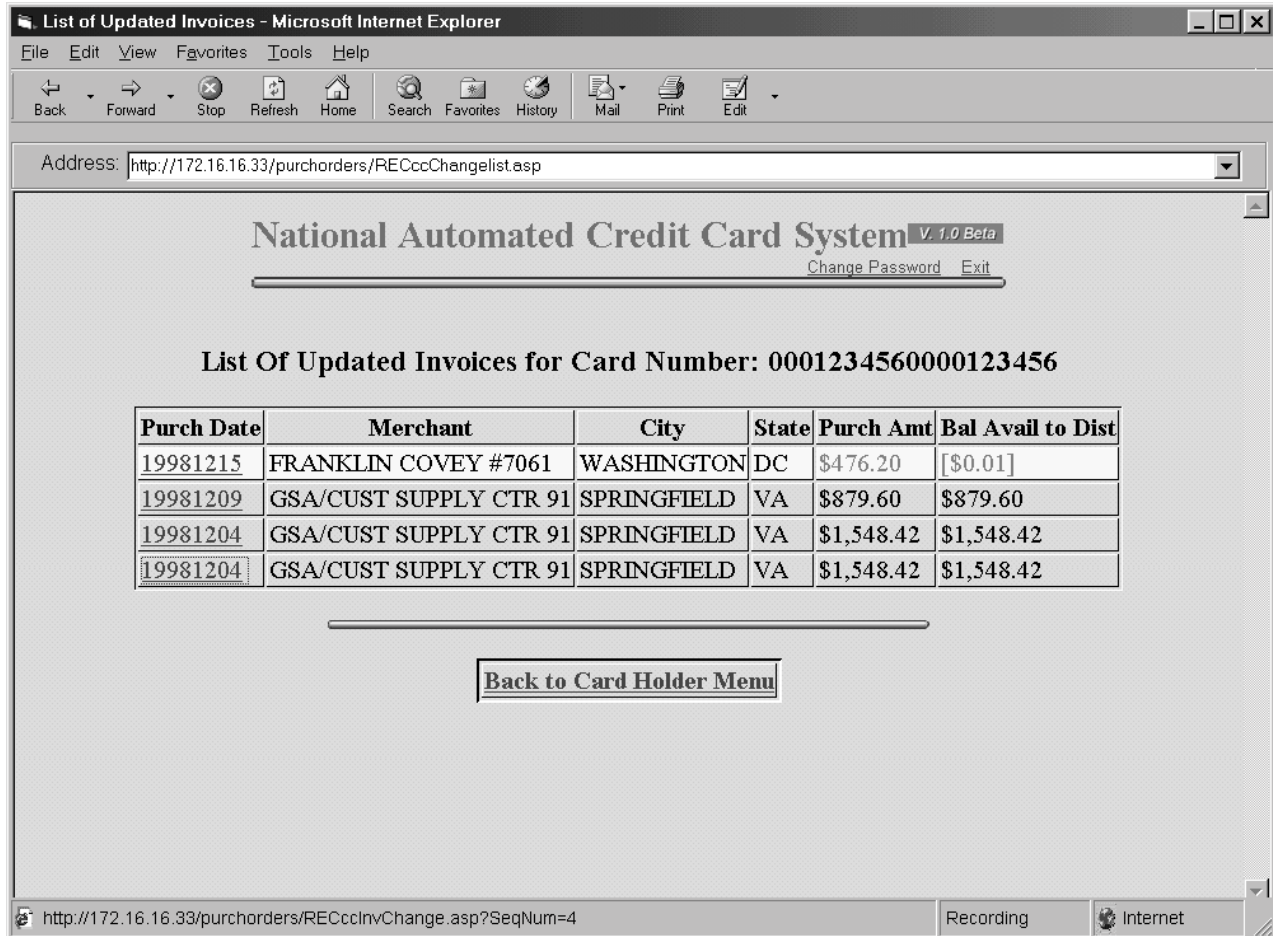
Figure 4.36

You will notice that this cardholder had four records that were previously updated. (Only those invoices that had been updated would appear here.) Also notice that the first record is highlighted, signifying that the first record is a split invoice.

4.2.3.1   Splitting an Invoice That Has Been Updated.

We are going to change the third invoice listed (purchase date 12/04/1998) by splitting a portion off to a different accounting string. To begin that process, we will click on the purchase date of the third invoice. This gives us the invoice-processing screen for that invoice.

Figure 4.37

We are going to split off $500.00 from this invoice and assign it to the following accounting codes:

Rgn	W
App	901
Lim	0
CC	F527
PE	460
ObjCls	2662
SMcS	(no entry made)
Proj Num	(no entry made)

Therefore, we enter the new accounting codes into the appropriate fields and enter 500 in the "Amount to Distribute" field. (Remember, always turn Caps Lock on when entering accounting code information.)

Figure 4.37 shows the invoice processing form after the new values have been entered in. To split off the $500.00 to the new accounting code, we click on the "Split" button. After getting the confirmation screen that the split was successfully executed and returning to the current invoice, we click on the text "Detail" for the new split record to confirm that we correctly entered the split information. The following screen results.

Figure 4.38

You can see that the correct information has indeed been entered. Although we have split the record, we need to update it to signify that we are finished changing the record and cause the system to actually record the new information. The confirmation screen is then displayed, showing that the record has been successfully changed.

Figure 4.39

Going back to the list of invoices shows that two invoices now are split, the one first recorded and now the one that we just split.
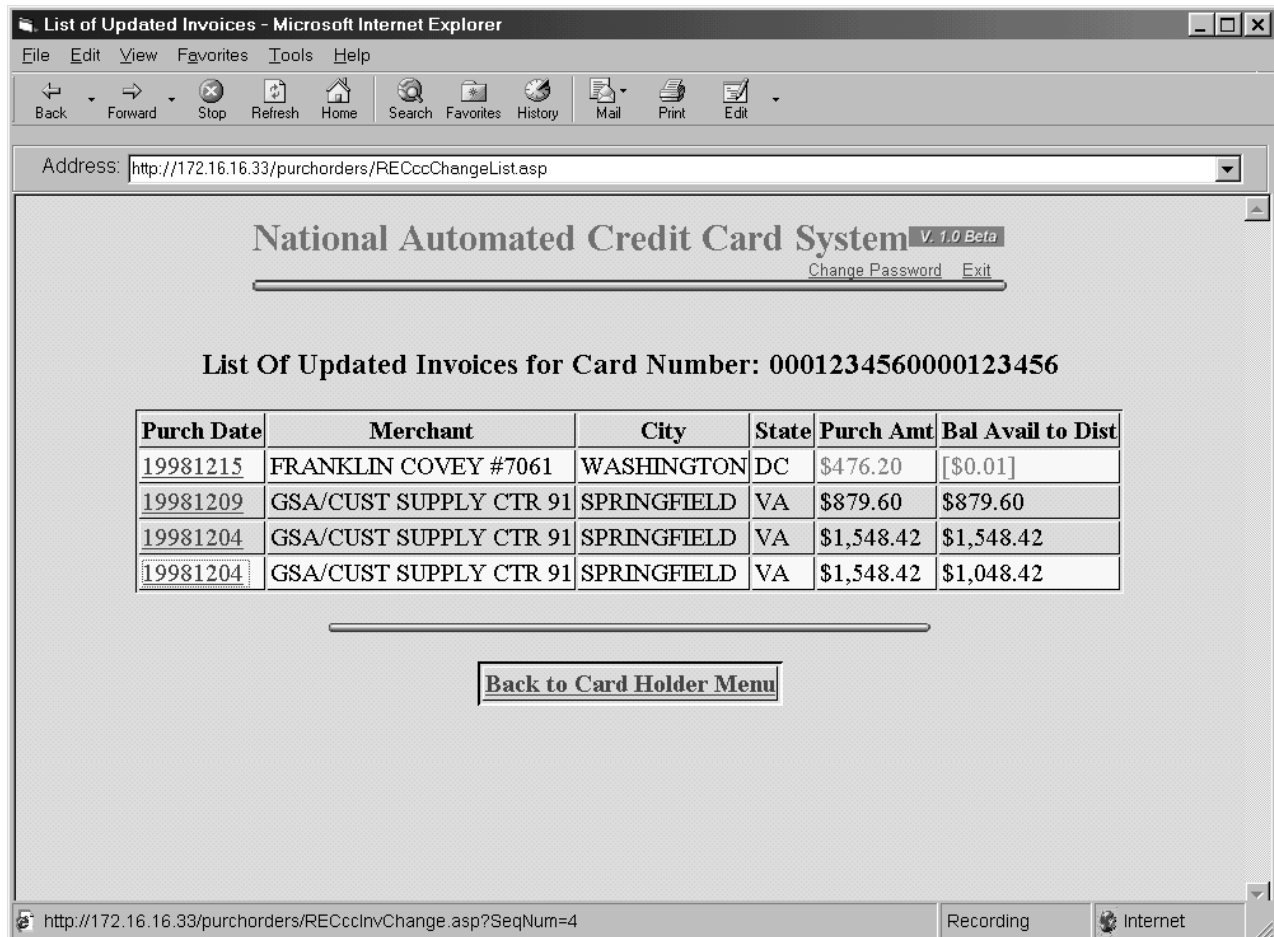
Figure 4.40

4.2.3.2   <u>Modifying an Updated Invoice</u>.

We are now going to change the cost center code for the third invoice from the above list. We begin that by clicking on it's Purchase Date. The Invoice Processing screen for that invoice is then displayed.
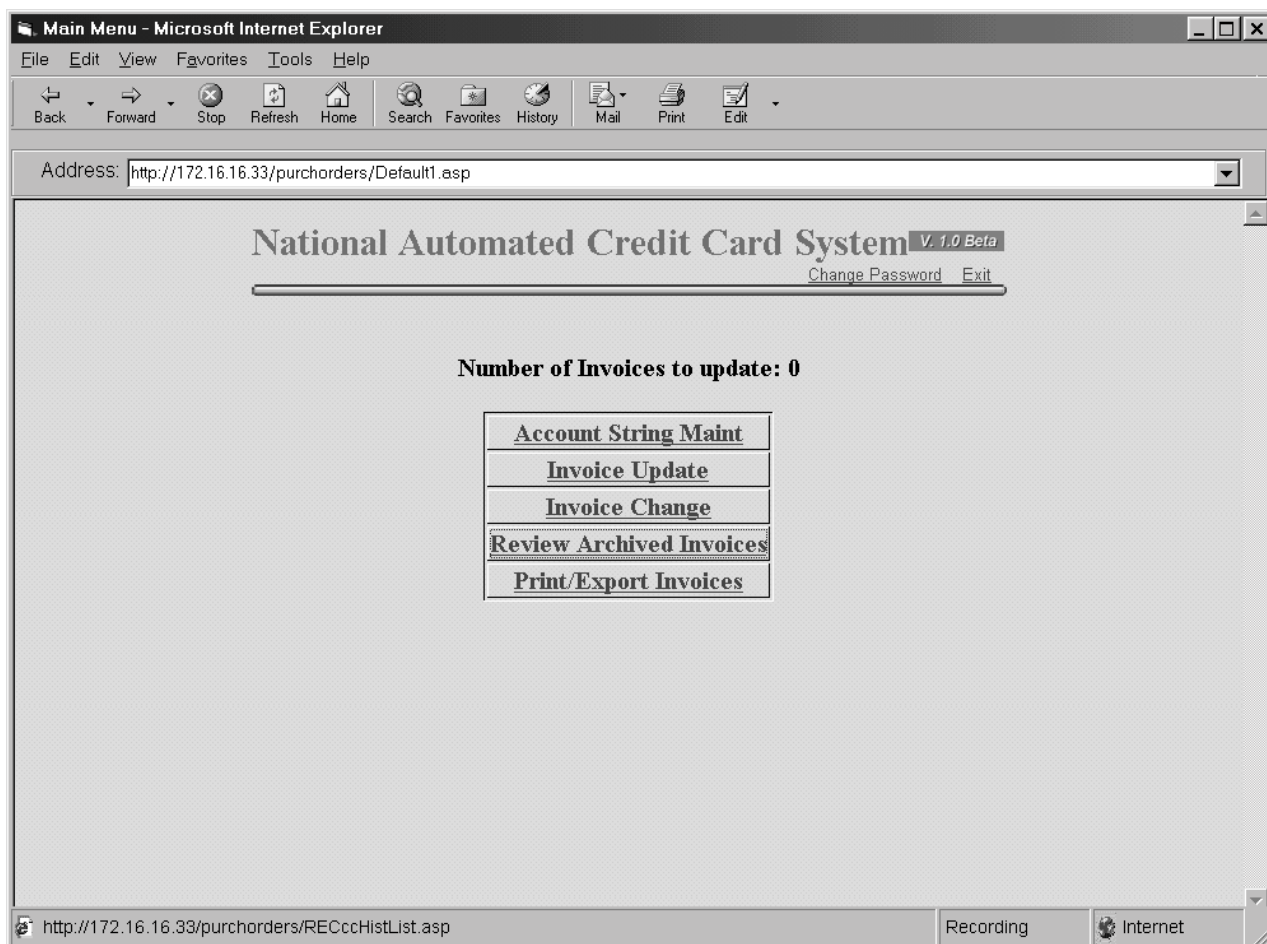
Figure 4.41

To change an updated invoice we only need to change the incorrect information and then re-update the invoice record. Therefore, we will change the Cost Center code to "F415" and click "Update". If the invoice is successfully re-updated, we will get the confirmation screen, and we can return to the list of invoices to make further corrections.
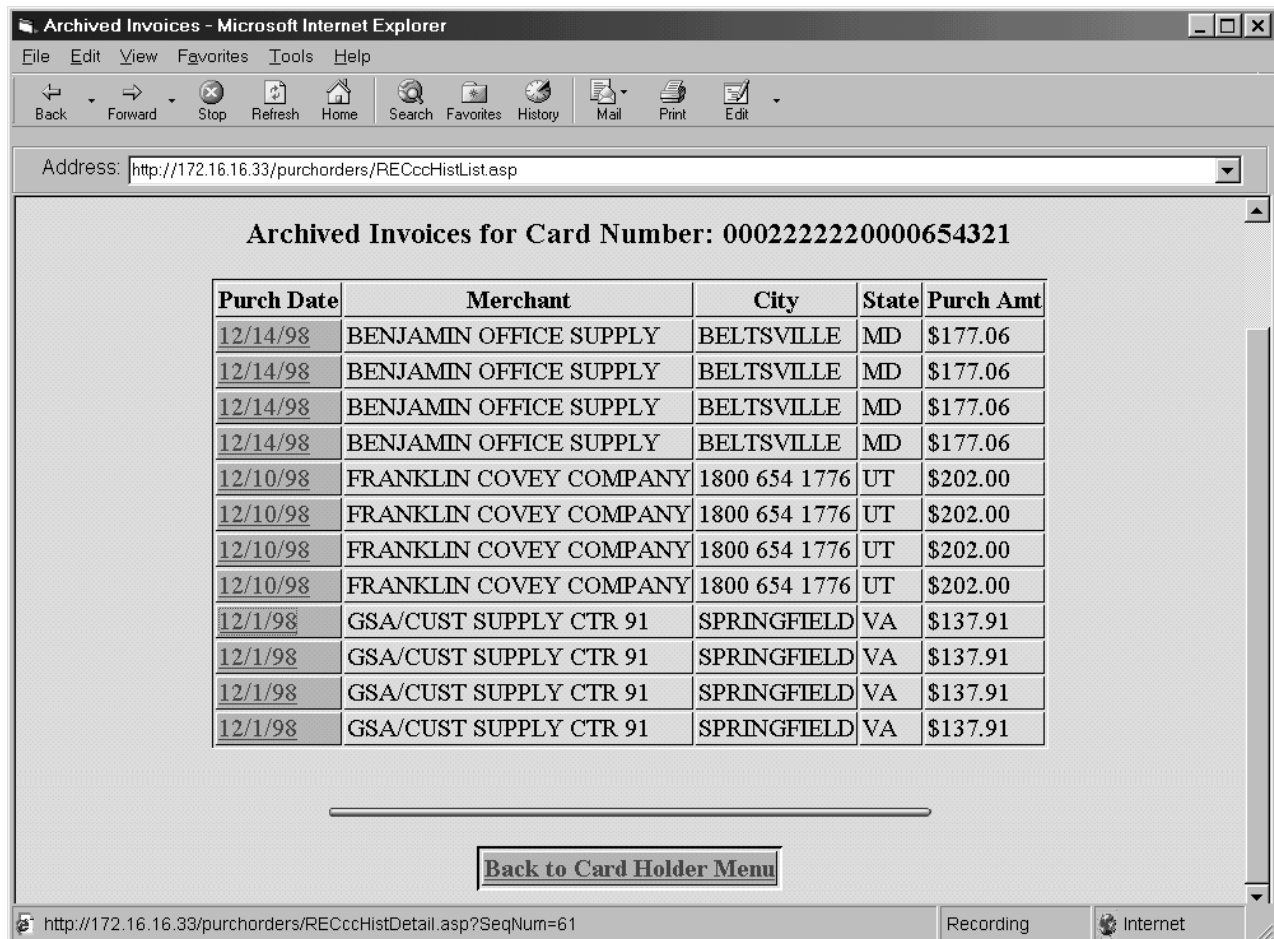
4.2.4   <u>Reviewing Archived Invoices</u>.

After invoices have been updated, approved, and extracted for DAFIS processing, they are removed from the current database and placed in a historical file. These invoices may be reviewed by selecting the "Review Archived Invoices" menu item.
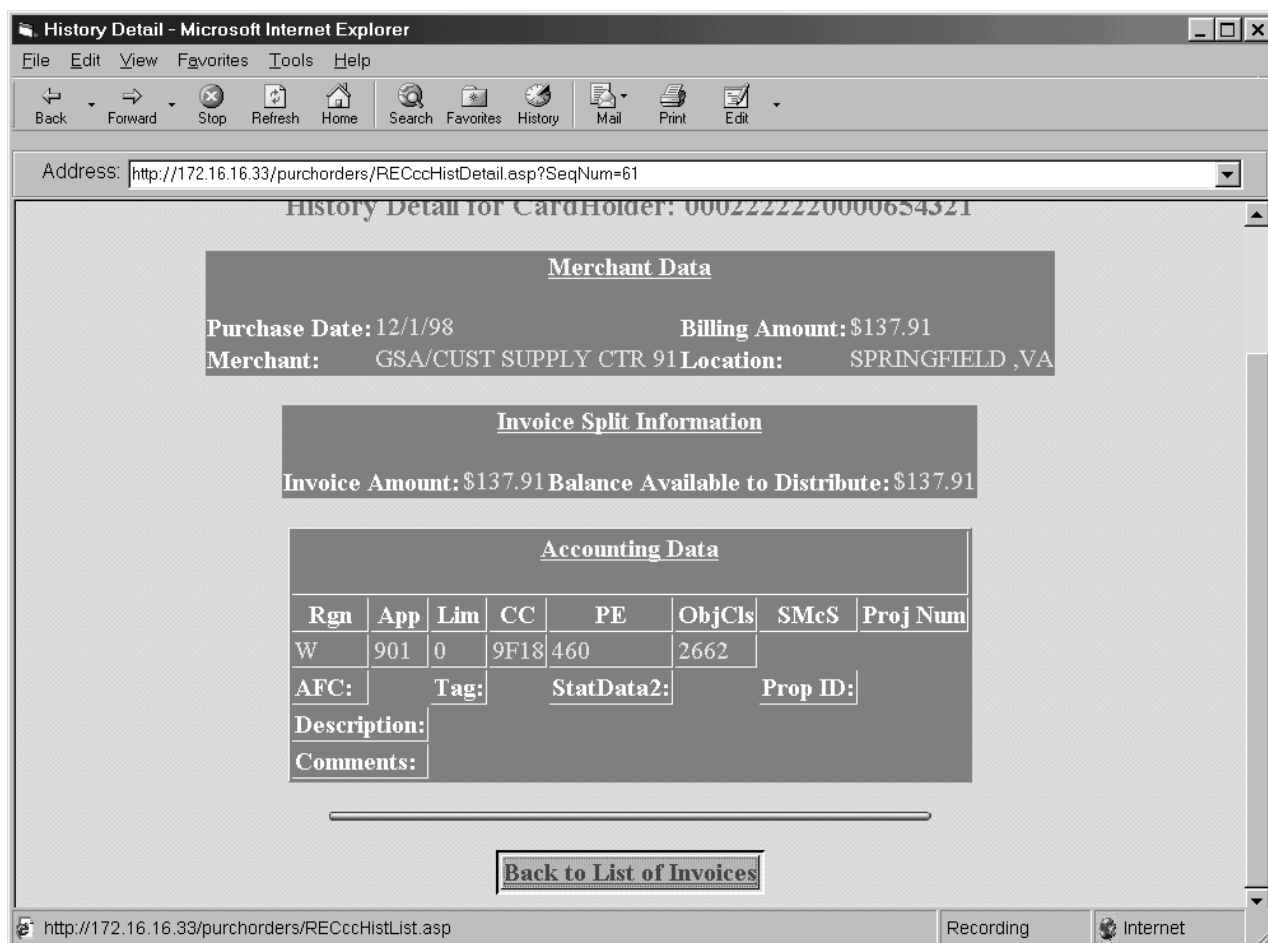

Figure 4.42

Clicking on that menu item, however, will give you a listing of all of the invoices for a particular cardholder, sorted in descending date order. There is no option to limit the records that are displayed or change the sort order. For this reason, if there is a need to view a range of records, it is probably better to use the Print/Export Invoices instead.

Having logged on as a different cardholder this time and clicking on "Review Archived Invoices", we get a screen similar to the following.
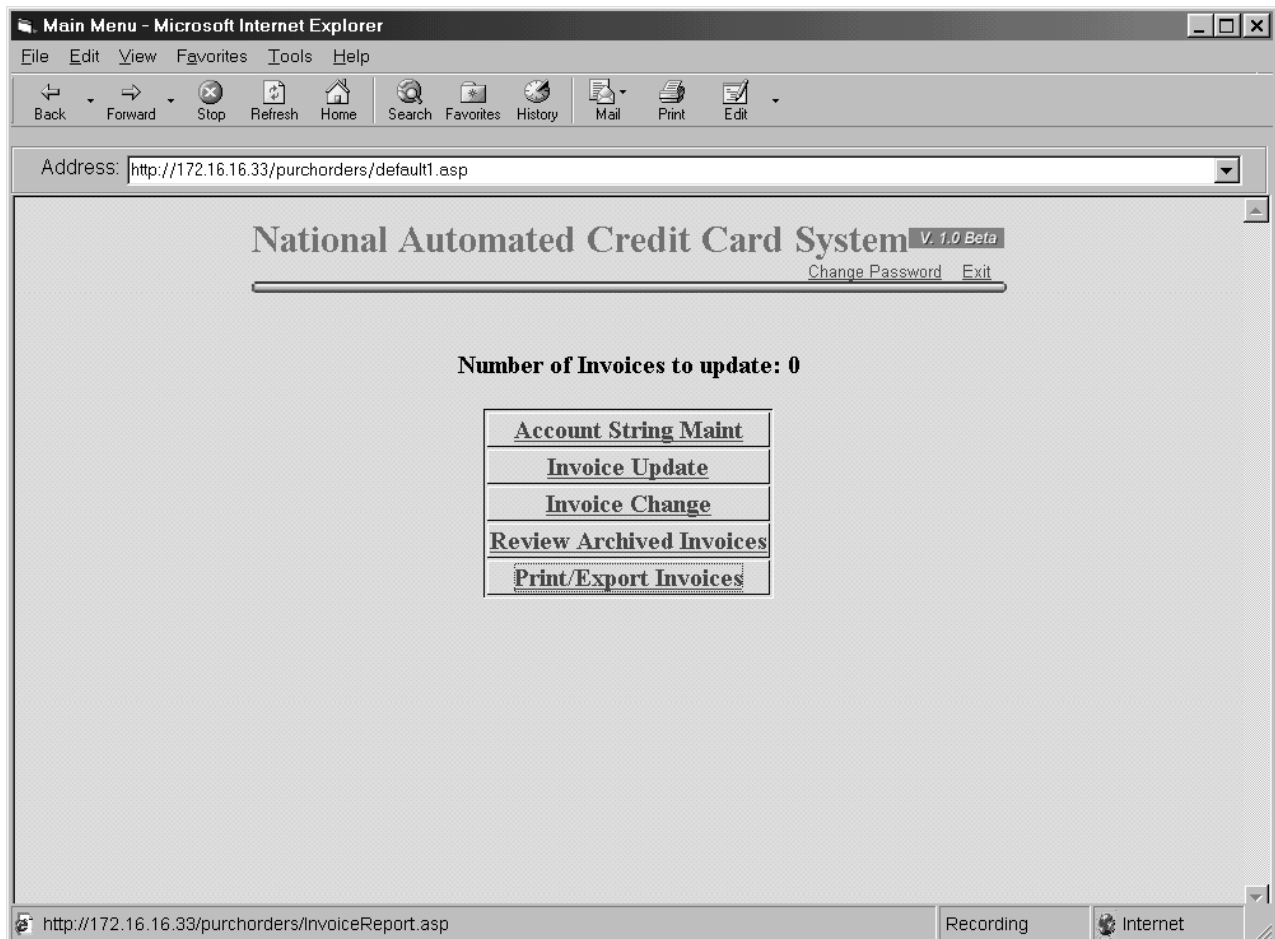
Figure 4.43

You can view the detail of any given record by clicking on Purchase Date. Clicking on the purchase date for the last record gives the following information.

Figure 4.44

None of the data in archived invoices can be changed. Therefore, this capability only allows you to view the historical information. Clicking on "Back to List of Invoices" will take you back to the previous list. From there you can return to the main Cardholder Menu.

4.2.5   Printing/Exporting Invoices.

"Printing/Exporting Invoices" is used to generate an HTML output that can be subsequently printed or saved for export to another application, such as Excel. The "Print/Export Invoices" capability is perhaps the better way to review historical information since you can limit the data that is generated to a specific range of dates. Therefore, you will not need to page down through a large set of data in order to find a specific record or set of records as with the "Review Archived Invoices" option. To access the Print/Export capability, click on that menu item as found on the main Cardholder Menu.

Figure 4.45

You will first get a screen that allows you to view either current or archived invoices. For archived invoices, you can also specify a range of dates that are to be viewed.
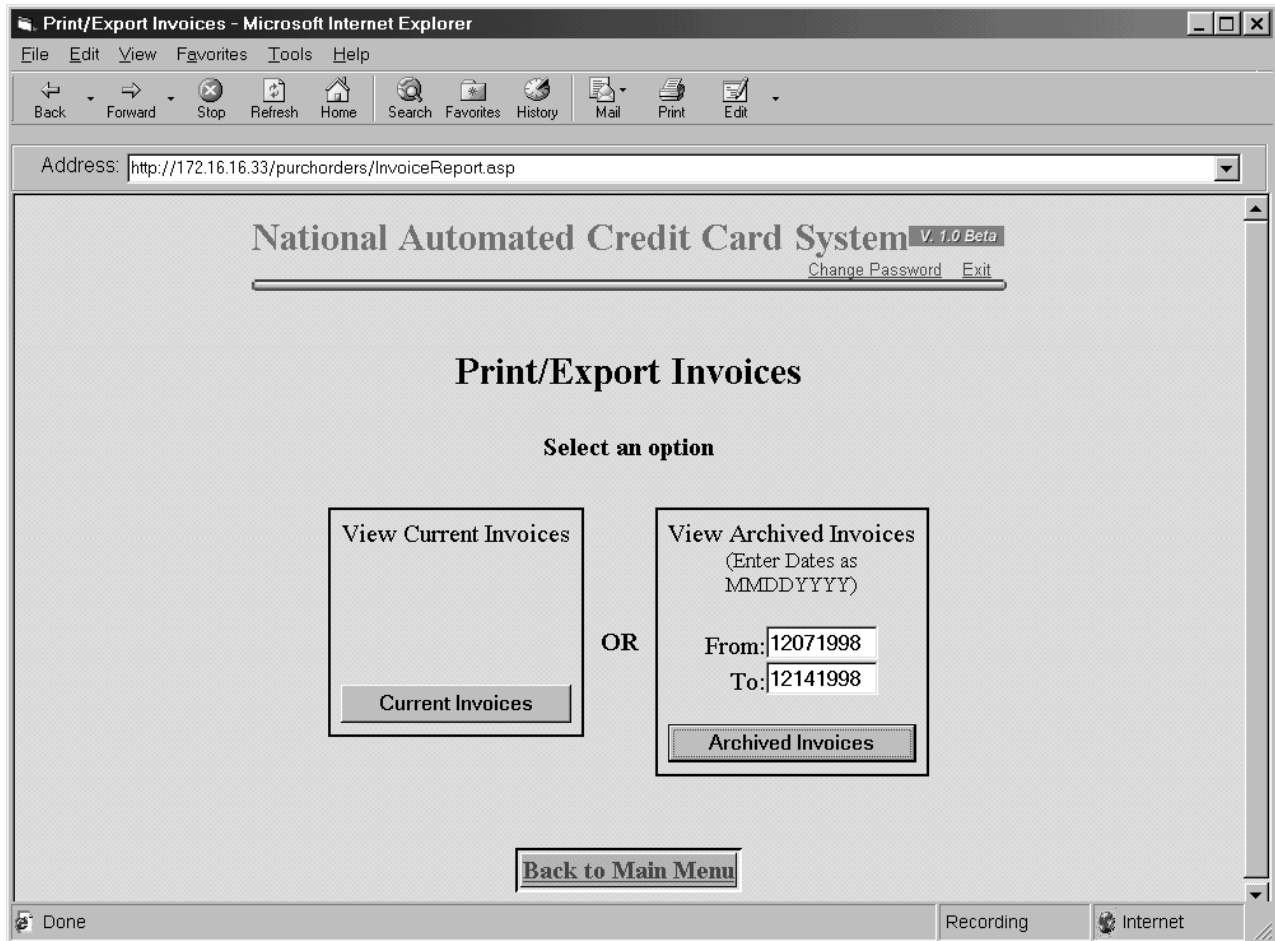
Figure 4.46

You can see that we have entered a range of dates from 12/7/98 through 12/14/98. (You should follow the required date format and not enter slashes. Also, you must enter the smaller date in the "From" field and the larger in the "To" field. Putting the dates in reverse order will cause no records to be found.)

Clicking on the "Archived Invoices" button gives the following. (However, the format of the data that results is identical whether you select "Current Invoices" or "Archived Invoices".)

Figure 4.47

Because the screen output is large, only the top and bottom of the page is shown with a discontinuity (the white area) between the two parts. You should follow the instructions given at the top of the page if you would like to subsequently load the information into Word or Excel. To print the information, just select the "File" pull down menu item from your browser (e.g., Internet Explorer) and then select "Print".

If you were to select a range of dates for which there are no archived invoices, you would get the following screen.

Figure 4.48

This completes the descriptions and procedures for cardholder functions.